User Manual for School Users of the Student and Exchange Visitor Information System (SEVIS): Form I-17

Version:6.16

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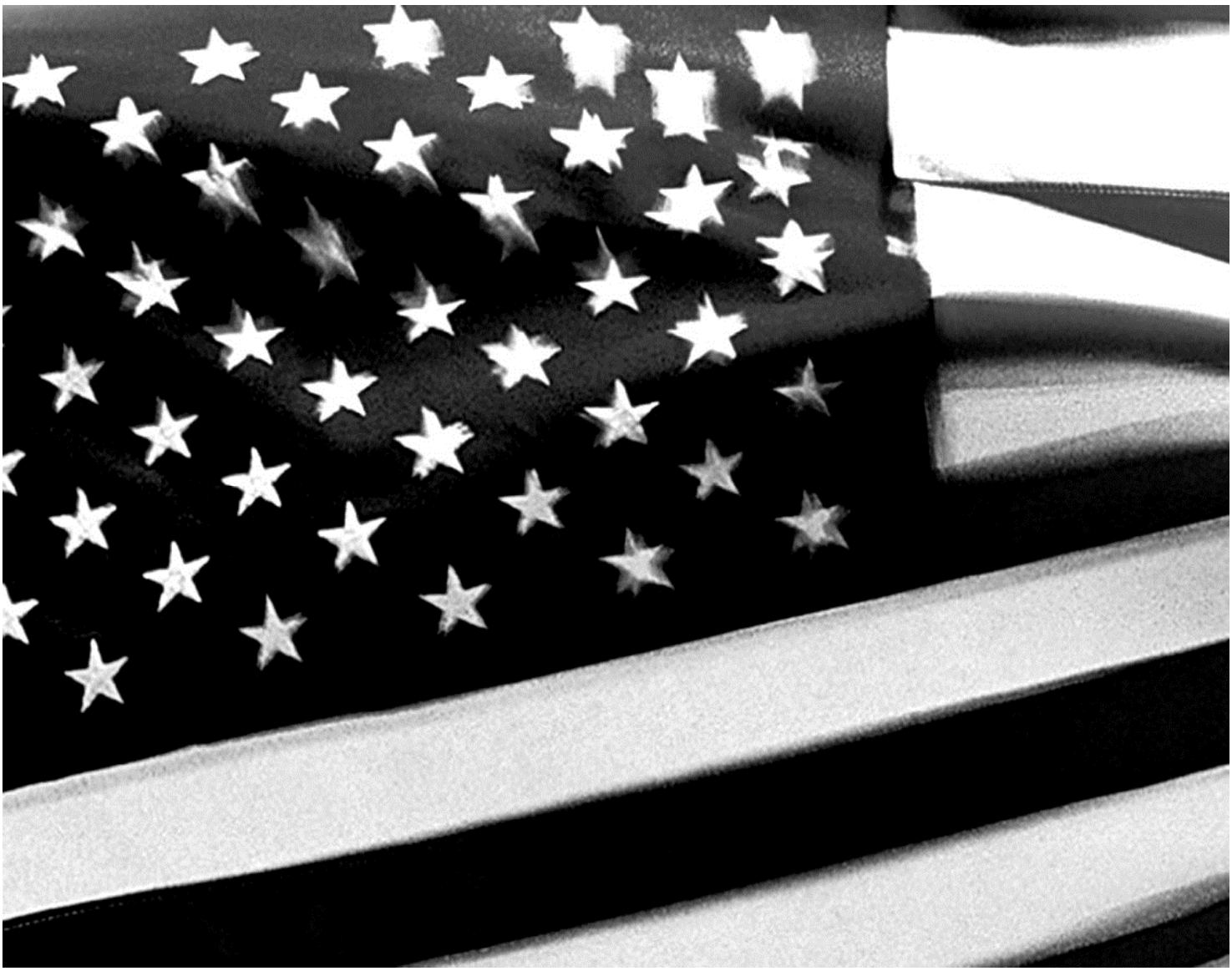
Homeland Security



Revision History

Version	Date	Name of Author	Summary of Changes
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1. INTRODUCTION

This manual was written as a resource for school users—that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs)—of the Student and Exchange Visitor Information System (SEVIS). The manual is presented in two separate volumes in order to delineate the Form I-17 and Form I-20 processes. This volume addresses the Form I-17 process.

1.1 Resources

The following are additional resources to assist with your use of SEVIS:

- **Department of Homeland Security (DHS) Help Desk—**(888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.
- **School User Online Help** is available by clicking the **Help** link in the navigation bar when logged into the SEVIS application. This Online Help is updated every release.
- **SEVIS Help Desk—**(800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS technical concerns or questions and password issues.
- **SEVIS Certification Branch email address—**Schoolcert.SEVIS@dhs.gov. This address is available to receive emails regarding SEVIS certification questions.
- **I-901 Fee Payment email address—**fmjfee.SEVIS@dhs.gov. This address is available to receive emails regarding I-901 fee questions and payment issues.
- **Student and Exchange Visitor Program (SEVP) Office—**The SEVP Office provides user role clarification. Contact information can be found on the SEVP website (see below).
- **SEVP website—**http://www.ice.gov/sevis/. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **SEVIS Policy email address—**sevis.source@dhs.gov. This address is available to receive emails concerning SEVIS policy and general SEVP questions.
- **Web-Based Training Course—** http://www.ice.gov/sevis/schools/existing_schools/index.htm#. Click the **DSO Training Course** link to access the web-based training course for school officials.

1.2 Purpose of SEVIS

SEVIS is an Internet-based application that facilitates timely electronic reporting and monitoring of international students and exchange visitors (EVs) and their dependents in the United States. SEVIS enables schools and program sponsors to transmit electronic information to DHS and the Department of State throughout a student's or EV's program in the United States.

SEVIS allows schools to submit school certification applications, update certification information, submit updates to DHS that require adjudication, submit recertification applications, and create and update F-1 (academic) and M-1 (vocational) student and dependent records.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password enabling users to submit changes to the school's electronic Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students, in SEVIS.

1.3 Privacy Act Considerations

SEVIS is for the use of authorized users only. Individuals using SEVIS without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using SEVIS expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated SEVIS to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended.

1.4 Security Reminder

SEVIS was developed to maintain multiple levels of security in both the real-time and batch systems to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are intended for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others.

If you suspect that your password has been compromised, you can reset it using the **Change Password** link on the navigation bar or the **Request Password Reset** link on the *SEVIS Login* screen located at https://egov.ice.gov/sevis. Alternatively, you can contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

If you believe that an unauthorized person has obtained access to international student or exchange visitor data in one of your internal systems (for example, local batch system) or if you believe an unauthorized person has gained access to SEVIS, please notify the DHS Help Desk immediately at (888) 347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday). When calling the DHS Help Desk to report a security concern, it will be helpful to have the name(s) and contact information for the PDSO/DSO, Responsible Officer/Alternate Responsible Officer (RO/ARO), and school or program technical and security contacts, as appropriate.

The DHS Help Desk will contact the SEVP immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing new SEVIS user IDs and passwords as well as loading new security certificates for the SEVIS batch upload process, if applicable. Additionally, school and sponsor officials who believe that their internal systems may have been compromised should follow their local formal security procedures.

System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise.

If you need assistance, please contact the DHS Help Desk at (888) 347-7762.

1.5 Acronyms

Appendix A, Acronyms and Abbreviations, includes a list of abbreviations and acronyms used in this document.

1.6 Disclaimer

All people, schools, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

1.7 Description of system functions

The Sections 5-9 provide step-by-step instructions for using SEVIS. Section 5, Update an Application (Form I-17), provides directions for updating a school's application. Section 6, Recertification Application (Form I-17) Overview, provides directions for initiating and submitting a recertification application.

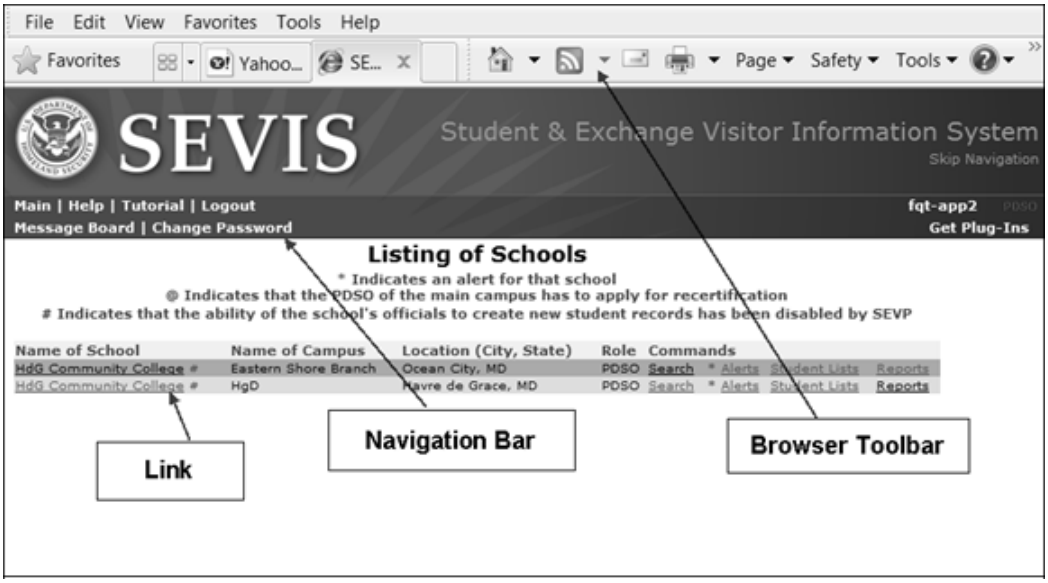
2. OVERVIEW OF SCREEN COMPONENTS

This section explains SEVIS screens and their components and how to navigate through the application.

Error! Reference source not found., is an example of a screen that displays when users log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the listing of schools. The screen components are labeled with the terms used in this manual.

Note: If you have access to more than one school/campus, all schools will be listed on the *Main* screen. Also, if you are authorized as both a school official and a program sponsor official, you will first be directed to a screen (**Error! Reference source not found.**) that has two links: **Listing of Schools** and **Listing of Programs**. You would then click the **Listing of Schools** link to access the *Listing of Schools* screen, which lists all schools and/or campuses to which you are assigned.

Exhibit 1: Listing of Schools Screen



2.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.

Note: Do not use the **Back** button on the browser toolbar to navigate through the system.

- **Navigation Bar**—The navigation bar lists the following functions:

Note: The navigation bar has been removed from many of the SEVIS screens depicted in this manual.

  - **Main**—Used to access the *Listing of Schools* screen or, if you perform as a school user and a program sponsor, the screen where you select either the Listing of Schools or Listing of Programs
  - **Help**—Used to access Online Help for SEVIS
  - **Tutorial**—Used to view a demonstration of how to use SEVIS
  - **Logout**—Used to exit the system
  - **Change Password**—Used to voluntarily change your SEVIS password.

Note: Your password can only be changed once every 7 days.

  - **Get Plug-Ins**—Used to access the plug-ins used by SEVIS.

2.2 Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data display.
- **Links**—Click on **underlined** text to advance to a different screen within SEVIS.
- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
    - **Command Buttons**—Click to execute a command. For example, clicking the **Print I-17** button enables you to print a copy of the Form I-17.
    - **Radio Buttons**—Click to make a selection. Only one radio button may be selected at a time.
- Other Input Methods
    - **Check Boxes**—Click to make one or more selections.
    - **Drop-Down Lists**—Click the down arrow to display a list and then make a selection.

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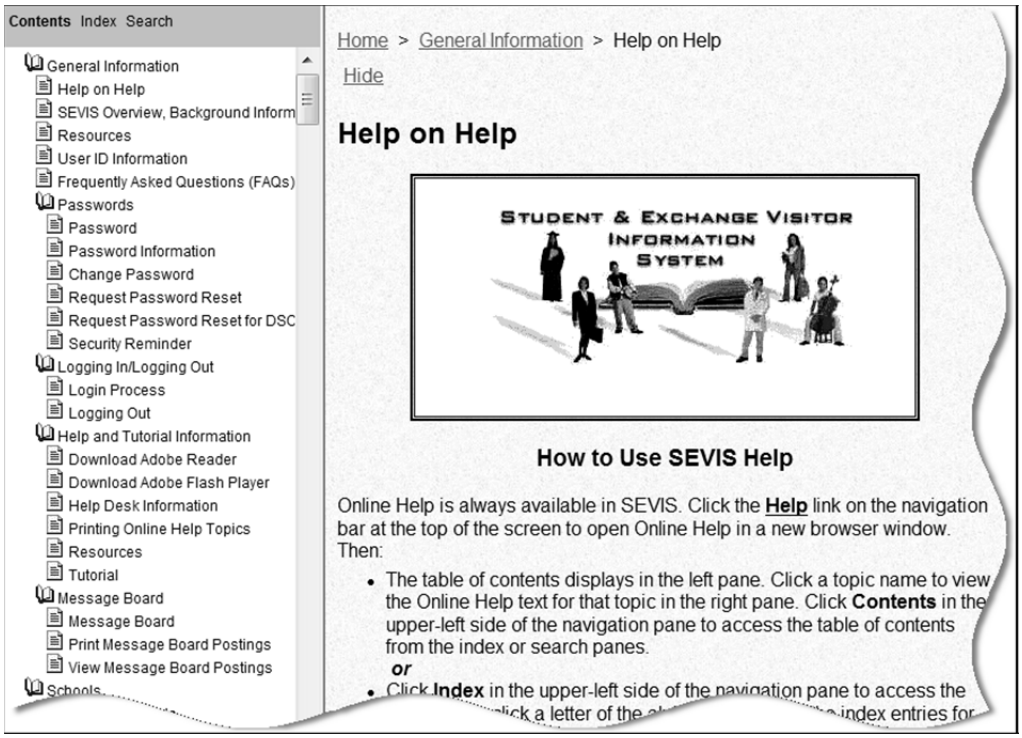
- Other Input Methods
  - **Check Boxes**—Click to make one or more selections.
  - **Drop-Down Lists**—Click the down arrow to display a list and then make a selection.

3. ONLINE HELP FUNCTIONS

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. This opens a new browser window containing Online Help. The left pane (part of the window) contains a list of Online Help topics, and the right pane contains the text associated with the Online Help topic selected. **Error! Reference source not found.** provides an example of the first screen that displays after clicking the **Help** link.

Exhibit 2: Help Screen


Contents Index Search
General Information
Help on Help
SEVIS Overview, Background Inform
Resources
User ID Information
Frequently Asked Questions (FAQs)
Passwords
Password
Password Information
Change Password
Request Password Reset
Request Password Reset for DSC
Security Reminder
Logging In/Logging Out
Login Process
Logging Out
Help and Tutorial Information
Download Adobe Reader
Download Adobe Flash Player
Help Desk Information
Printing Online Help Topics
Resources
Tutorial
Message Board
Message Board
Print Message Board Postings
View Message Board Postings
Schools
Home > General Information > Help on Help
Hide
Help on Help
STUDENT & EXCHANGE VISITOR INFORMATION SYSTEM
How to Use SEVIS Help
Online Help is always available in SEVIS. Click the Help link on the navigation bar at the top of the screen to open Online Help in a new browser window. Then:
The table of contents displays in the left pane. Click a topic name to view the Online Help text for that topic in the right pane. Click Contents in the upper-left side of the navigation pane to access the table of contents from the index or search panes.
or
Click Index in the upper-left side of the navigation pane to access the

Note: The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

3.1 Online Help Table of Contents

To use the Online Help, perform the following steps:

1. Click the **Help** link on the navigation bar. The Online Help opens in a new browser window and the table of contents displays in the left pane.
2. Click a topic name to view the Online Help text for that topic in the right pane.
3. Click **Contents** in the upper-left side of the navigation pane to access the table of contents from the index or search pane.

3.2 Online Help Index

To use the index, perform the following steps:

1. Click **Index** in the upper-left side of the navigation pane to access the index.
2. Click a letter of the alphabet to display the index entries for words beginning with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane.
4. Click **Index** in the navigation pane to access the index from the contents or search pane.

3.3 Search Online Help

To search on a word or phrase, perform the following steps:

1. Click **Search** in the upper-left side of the navigation pane to access the search function.
2. Click a letter of the alphabet to display the Online Help topics that contain a word that begins with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane. If a topic title is followed by numbers, click a number to view a topic that contains the word that you are searching for. You may also click one number, then press and release the **Shift** key and then press and release the **Enter** key to scroll through the topics containing the word that you are searching for.
4. Click **Search** in the navigation pane to access the search function from the contents or index pane.

3.4 Hide/Show the Left Pane

To hide and show the left pane, perform the following steps:

1. To hide the left pane, click the **Hide** link in the upper-left corner of the right pane.
2. Click the **Show** link to restore the left pane.

3.5 Jumps

Click an underlined word or phrase to see a jump to a new topic. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When finished viewing the page, click the **Close** button in the upper-right corner of the browser window.

3.6 Close Online Help

Close Online Help by clicking the **Close** button in the upper-right corner of the *Help* screen.

3.7 Printing Online Help Topics

You cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

To print an Online Help topic using the Internet Explorer browser, perform the following steps:

1. Click anywhere in the right pane.
2. Click the **Print** icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

Or:

1. Click anywhere in the right pane.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** button to print to the designated printer.

3.8 Tutorials

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the demonstration screens. To close the demonstration at any time, click the **Close** button in the upper-right corner of the screen. You must have Adobe Flash Player installed on your computer in order to view the tutorial.

Note: If you do not already have Adobe Flash Player installed on your computer, refer to the instructions in Appendix B, Download the Latest Version of Adobe Flash Player.

4. ACCESSING SEVIS

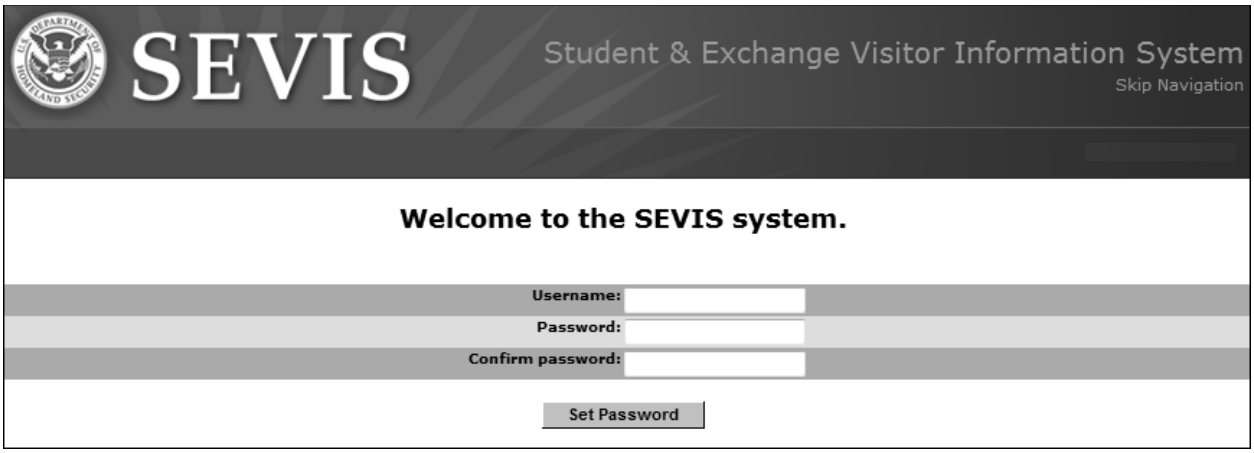
SEVIS requires the use of Internet Explorer Version 5.0 (or higher), Adobe Acrobat Version 5.0, and a Laser printer – a Laser Postscript printer with 32 MB of random access memory (RAM) (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

Note: If you do not already have Adobe Acrobat Version 5.0 or higher installed on your computer, refer to the instructions in Appendix C, Download the Latest Version of Adobe Acrobat Reader.

You must have a user ID and password to access SEVIS. When approved to use SEVIS, you receive two email messages, one containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID. It can only be used to create a password for your user ID. To use the link and create your password, perform the following steps:

1. Click the link contained in the email message. The system displays the *Set Password* screen. **Error! Reference source not found.**, is an example of the screen.

Exhibit 3: Set Password Screen



2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Specific password guidelines are provided in the email message you received from SEVIS. Section 2.3.1, Guidelines for Passwords, provides general password guidelines.
4. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password.
6. Click **OK** and the system displays the *SEVIS Login* screen.

Note: After creating your password, use the *SEVIS Login* screen (https://egov.ice.gov/sevis) to access SEVIS and perform all of your SEVIS-related tasks.

4.1 Guidelines for Passwords

The email you receive from SEVIS when your school is approved provides the specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous six passwords.
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be required to change your password. See Section 2.3.1.1, Change Password Every 90 Days, for instructions.

- You may only change your password once every 7 days. See Section 2.3.1.2, Change Password Voluntarily, for instructions.
- If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link in the navigation bar or the **Request Password Reset** link on the *SEVIS Login* screen, contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.
- If your SEVIS user ID and password are suspended due to three unsuccessful log-in attempts, use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your access reinstated.
- Deactivation will also occur if your account is inactive (unused) for 45 consecutive days. In this case, PDSOs may use the **Request Password Reset** link, and DSOs must contact their PDSO, to request a password reset.
- Do not share your user ID and password.

REMINDER: You must log into SEVIS Real-Time Interactive (RTI) at least once every 45 days to keep your SEVIS user ID active.

4.1.1 Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system will display a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen will be displayed. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must create a new SEVIS password. To change your password, follow the guidelines in Section 2.3.1, Guidelines for Passwords.

To change your password, perform the following steps:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.

Note: You cannot reuse your previous six passwords.

3. Reenter your new password in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to return to SEVIS. Be sure to use your new password when logging into SEVIS.

4.1.2 Change Password Voluntarily

You may only change your password once every 7 days. To change your password voluntarily, perform the following steps:

1. Click the **Change Password** link on the navigation bar. The system displays the C*hange Password* screen.
2. Enter your current password in the **Old Password** field.
3. Enter your new password in the **New Password** field.

Note: You cannot reuse your previous six passwords.

4. Reenter your new password in the **Confirm New Password** field.
5. Click the **Change Password** button. A confirmation screen displays.
6. Click **OK** to return to SEVIS. Be sure to use your new password when logging into SEVIS.

Note: If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the navigation bar, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

REMINDER: You must log into SEVIS RTI at least once every 45 days to keep your SEVIS user ID active.

4.1.3 Request Password Reset

The Request Password Reset option is available for users to request a new SEVIS password.

Note: Your password can only be changed once every 7 days.

Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password function.
- Your user ID has been inactivated because you have not logged into SEVIS for more than 45 days (for PDSOs only).

Note: When a DSO has not logged into SEVIS for more than 45 days, his/her user ID will be inactivated. An inactive DSO cannot use the **Request Password Reset** link on the *SEVIS Login* screen to request a password reset. See Section 2.3.1.4, Request Password Reset for DSO, for information on how a DSO can request to have his/her password reset.

To request to have your password reset, perform the following steps:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays informing you that the request has been submitted to SEVIS. However, if a DSO has not logged into SEVIS for more than 45 days, the following message will display, '*User is inactive due to 45 days of inactivity. Contact your PDSO or RO to request a password reset.*' See Section 2.3.1.4, Request Password Reset for DSO, for information on how a DSO can request a password reset.

Note: An email will be sent to the email address associated with the SEVIS user ID. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days; a password must be created within 30 days of the date on the email.

REMINDER: You must log into SEVIS RTI at least once every 45 days to keep your SEVIS user ID active.

4.1.4 Request Password Reset for DSO

Users must log into SEVIS at least once every 45 days or they will lose access to SEVIS. When a user has not logged into SEVIS for 30 days, the following will occur:

- An alert will be generated to inform the PDSO and DSOs of the schools/campuses to which the user is associated that this user has not logged into SEVIS within the past 30 days. The alert will list the PDSO and any DSOs who have not logged into SEVIS for 30 days.
- An email reminding the user to log into SEVIS will be sent to the PDSO and DSOs of the schools/campuses to which the user is associated. If the DSO is also an RO or ARO for any exchange visitor programs, all users at those programs will receive the email, too.

When a DSO has not logged into SEVIS for 45 days, his/her user ID is inactivated. An inactive DSO cannot use the **Request Password Reset** link on the *SEVIS Login* screen to request a password reset. However, he/she may contact the PDSO to request a password reset.

To request a password reset for a DSO, the PDSO must perform the following:

1. On the *Listing of Schools* screen, click the link in the **Name of School** column for the school/campus whose DSO is requesting a password reset.
2. Click the **Request Password Reset for DSOs** link on the **Actions** menu. The *School Official Information* screen displays.
3. Click the **Request Password Reset** link in the **Command** column for the DSO who is requesting a password reset. The *Request Password Reset* screen displays.

Note: The **Request Password Reset** link will only display when a DSO has not logged into SEVIS for more than 45 days.

4. Click the **Request Password Reset** button. The following will occur:
    - An email will be sent to the email address associated with this SEVIS user. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days; a password must be created within 30 days of the date on the email.
    - An email informing users that a password reset has been requested for this DSO will be sent to each PDSO for the schools/campuses to which the DSO is associated. If the DSO is also an RO or ARO for an exchange visitor program, the email will be sent to the RO at the programs to which the user is associated, as well.

REMINDER: You must log into SEVIS RTI at least once every 45 days to keep your SEVIS user ID active.

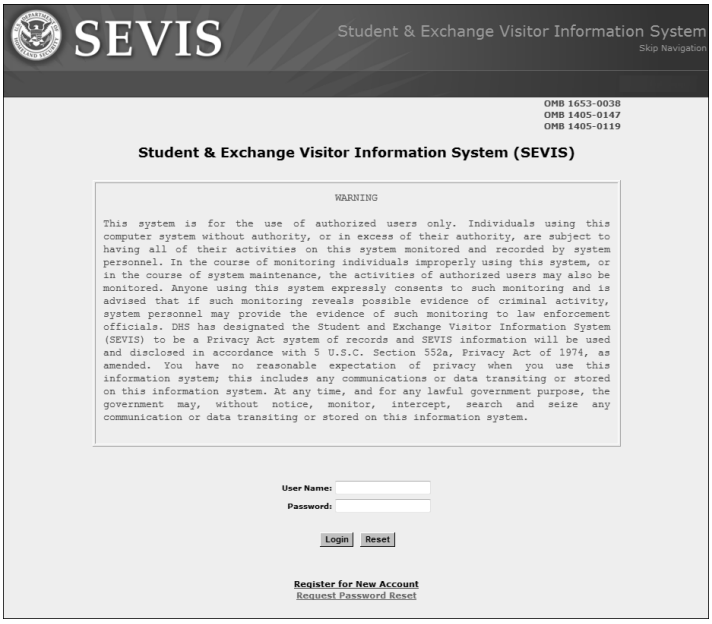
4.2 Log Into SEVIS

When you access SEVIS via the Internet (https://egov.ice.gov/sevis), a *Security Alert* screen may display. Click the **Yes** button to continue to the *SEVIS Login* screen. **Error! Reference source not found.**, is an example of the screen.

Note: After creating your password, you will use the SEVIS website to access SEVIS and perform all of your SEVIS-related tasks.

Note: After 18 minutes of inactivity, a message will display informing you that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message will display to inform you that your session has expired. Click **OK** to display the *SEVIS Login* screen. Any unsaved data will be lost.

Exhibit 4: SEVIS Login Screen


SEVIS
Student & Exchange Visitor Information System
Skip Navigation
OMB 1653-0038
OMB 1405-0147
OMB 1405-0119
Student & Exchange Visitor Information System (SEVIS)
WARNING
This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated the Student and Exchange Visitor Information System (SEVIS) to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. Section 552a, Privacy Act of 1974, as amended. You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may, without notice, monitor, intercept, search and seize any communication or data transiting or stored on this information system.
User Name:
Password:
Login
Reset
Register for New Account
Request Password Reset

To log into SEVIS, perform the following steps:

1. Access the *SEVIS Login* screen (https://egov.ice.gov/sevis).
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice displays as shown in **Error! Reference source not found.**. Read the notice and click the **I Agree** button to advance to the *Listing of Schools* screen and begin performing SEVIS tasks. Otherwise, the system displays the *Listing of Schools* screen for the school user.

Note: The *SEVIS Login* screen has a **Reset** button that clears the fields. The screen also includes a link to create a new account (addressed in further detail in the User Manual for Temporary Users of the Student and Exchange Visitor Information System). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. Section 2.3.1.2, Change Password Voluntarily, provides the instructions for using the **Change**

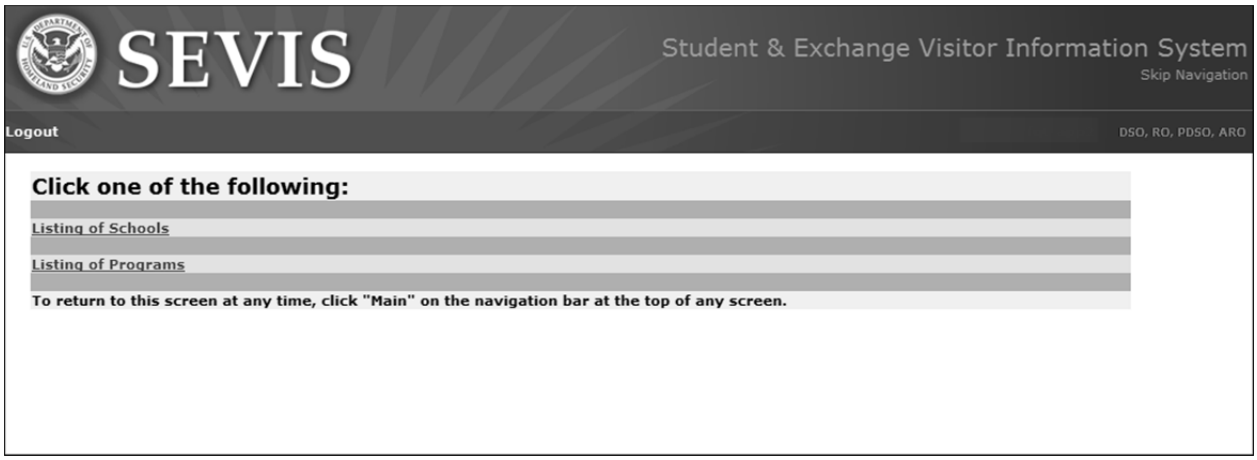
Password link. Section 2.3.1.3, Request Password Reset, provides the instructions for using the **Request Password Reset** link.

Exhibit 5: SEVIS Compliance Agreement Notice

SEVIS
Student & Exchange Visitor Information System
Skip Navigation
Logout
PDSO
School Official Compliance Agreement
I have read the DHS regulations relating to:
1. Nonimmigrant Students: 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 214.2(m)
2. Change of nonimmigrant classification for students: 8 CFR 248
3. School Approval: 8 CFR 214.3
4. Withdrawal of school approval: 8 CFR 214.4
I will comply with these regulations at all times.
I Agree
Logout

Error! Reference source not found., is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to view the list of schools or the list of programs for which you have access. An example of the *Listing of Schools* screen is shown in **Error! Reference source not found.**.

Exhibit 6: Main Screen for School and Program Sponsor User

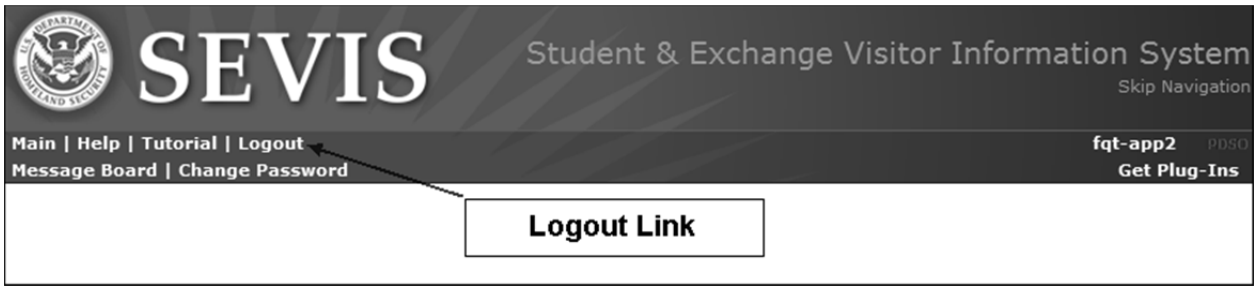

SEVIS
Student & Exchange Visitor Information System
Skip Navigation
Logout
DSO, RO, PDSO, ARO
Click one of the following:
Listing of Schools
Listing of Programs
To return to this screen at any time, click "Main" on the navigation bar at the top of any screen.

REMINDER: You must log into SEVIS RTI at least once every 45 days to keep your SEVIS user ID active.

4.3 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar as shown in **Error! Reference source not found.**. If you are entering data, click either the **Save** button or the **Next** button to ensure that no data are lost before you click the **Logout** link.

Exhibit 7: Logout Link



WARNING: If you click the **Close** button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: "A user is already logged on with this user name."

4.4 Inactive User Alert

When logging into the system as the PDSO or DSO, you are provided with a listing of schools or campuses for which you have been identified as an acting official (see **Error! Reference source not found.**). If an alert exists for the PDSO, DSOs, students, or dependents at the school, the ***Alerts** link displays. Alerts are status reminders or notices that an action should be taken. See Volume II of this user manual for details regarding the alerts for students.

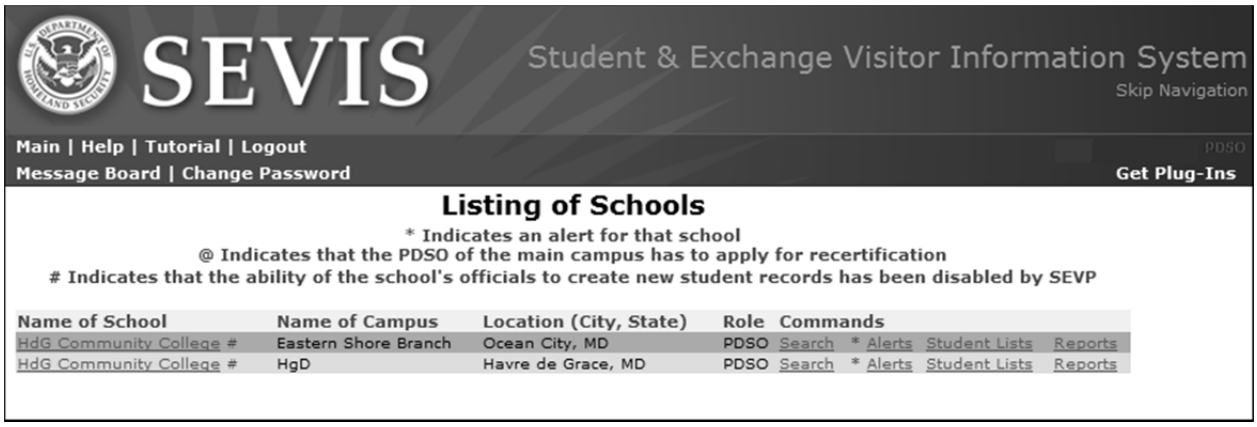
The "PDSO/DSO Users Who Have Not Logged In to SEVIS in 30 Days" alert is an indicator that, according to the information currently in the system, an official has not logged into SEVIS recently. To view the list of officials, perform the following:

1. Click the ***Alerts** link on the *Listing of Schools* screen. The *Alerts for <name of school>* screen displays.
2. Click the **PDSO/DSO Users Who Have Not Logged In to SEVIS in 30 Days** link to view the list of officials. If the official does not log into SEVIS for more than 45 days, his/her access will be inactivated.

5. UPDATE AN APPLICATION (FORM I-17)

After logging into the system, the *Listing of Schools* screen displays. The PDSO and DSO can perform updates to a school's application by clicking the appropriate link in the **Name of School** column. **Error! Reference source not found.**, is an example of a screen that displays for a school official who is a PDSO at one school.

Exhibit 8: Listing of Schools Screen


SEVIS
Student & Exchange Visitor Information System
Skip Navigation
Main | Help | Tutorial | Logout
Message Board | Change Password
PDSO
Get Plug-Ins
Listing of Schools
* Indicates an alert for that school
@ Indicates that the PDSO of the main campus has to apply for recertification
# Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
Name of School | Name of Campus | Location (City, State) | Role | Commands
HdG Community College # | Eastern Shore Branch | Ocean City, MD | PDSO | Search | * Alerts | Student Lists | Reports
HdG Community College # | HgD | Havre de Grace, MD | PDSO | Search | * Alerts | Student Lists | Reports

Note: To return to the *Listing of Schools* screen, when on other screens within SEVIS, click the **Main** link on the navigation bar. If you act as both a school official and program sponsor official, you may also click the **Listing of Programs** or **Listing of Schools** link on the navigation bar.

Certain fields on the application can be updated without DHS approval. If the updated field does not require adjudication, SEVIS informs you that the update was completed successfully. However, submitted changes for other fields must be reviewed and approved by a DHS user in SEVIS. Those sections/fields/actions that require adjudication by SEVP will be identified within the system.

You **DO NOT** need to send any additional information to DHS unless specifically contacted and requested to do so.

As DHS adjudicates the updates to the application, the following outcomes are possible:

- If the updates are approved, the school officials receive approval notification via email.
- If additional information is required for processing the updates, the school officials receive an email specifying the missing or problematic information.
- If the requested updates are denied, the school officials receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, a DHS user will contact the school officials with more specific information regarding the denial.

The fields that require adjudication are as follows:

- Approval for Attendance of Students Under…(F, M, or Both)
- Name of School System
- Name of Main Campus
- Mailing Address of the School
- Location of the School (if different from the mailing address)
- School Type
- Public/Private School Type indicator

- Private School Owner Name
- This school is engaged in
- The school operates under the following federal, state, local, or other authorization
- This school has been approved by the following national, regional, or state accrediting association or agency
- Areas of study
- List the degrees available from this school
- If the school is engaged in elementary or secondary education
- If the school is engaged in higher education
- If the school is engaged in vocational or technical education
- This school is/is not engaged in English language training
- Courses of study and time necessary to complete each
- Average Annual Number of classes, teachers or instructors, students, and non-teaching employees
- Addition of an existing official if not a current PDSO or DSO

Note: Only the PDSO may submit this change.

- Addition of a new official

Note: Only the PDSO may submit this change.

- Update to an existing official's last, first or middle name

Note: Only the PDSO may submit this change.

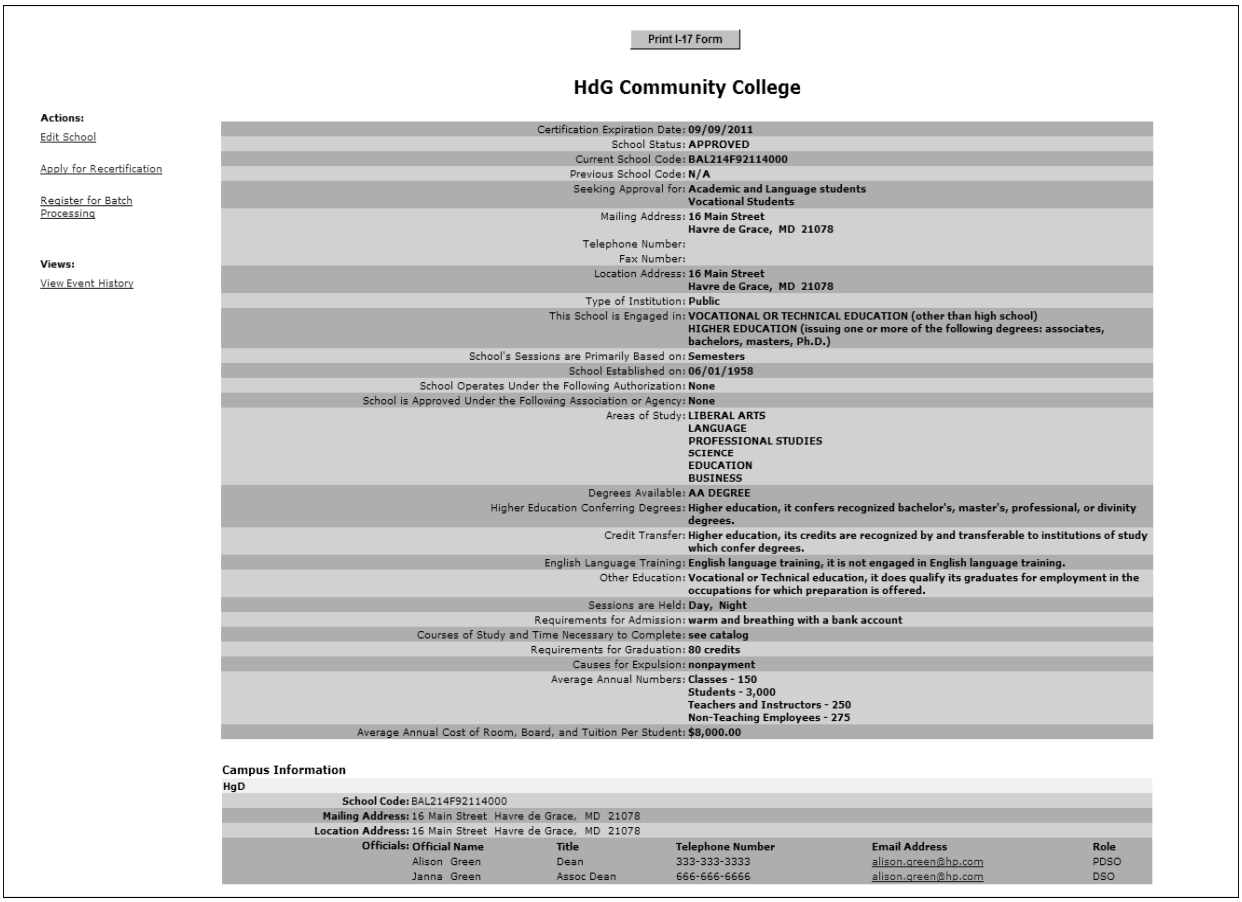
- Adding or deleting campuses
- Campus Name
- Campus Mailing Address
- Campus Location Address

Click on the name of the school from the *Listing of Schools* screen. The *School Information* screen displays, as depicted in **Error! Reference source not found.**. The following links may display on this screen depending on your role and previous actions taken:

- **Edit School**—This link is always available unless you have submitted your recertification application. It allows you to edit the school's information on the electronic Form I-17. See Section 2.4.2, Update Page 1 of an Application (Form I-17), through Section 2.4.6.5, Submit Updates to an Application (Form I-17), for more details.
- **View Submitted Update**—This link is only available if you have submitted changes to your school's electronic Form I-17 that have not yet been adjudicated by DHS.
- **View Draft Update**—This link is only available if you have made changes to your electronic Form I-17 but have not yet submitted them to DHS for adjudication.
- **Apply for Recertification**—This link is only available to the PDSO of the main campus if this school is due for recertification. See Section 2.5, Recertification Application (Form I-17) Overview, for more details.

- **View Submitted Recertification Application**—This link is only available if you have submitted your school's recertification application and it has not yet been adjudicated by DHS.
- **Register for Batch Processing**—This link is always available for PDSOs. See Section 2.8, Register to Use SEVIS Batch Interface, for more details.
- **View Event History** — This link is always available for PDSOs and DSOs. Event history is a list of the changes to a school's SEVIS record. See Section 2.4.7, View Event History, for more details.
- **Request Password Reset for DSOs**—This link is available to PDSOs. See Section 2.3.1.4, Request Password Reset for DSOs, for more details.

Exhibit 9: School Information Screen


Print I-17 Form
HdG Community College
Actions:
Edit School
Apply for Recertification
Register for Batch Processing
Views:
View Event History
Certification Expiration Date: 09/09/2011
School Status: APPROVED
Current School Code: BAL214F92114000
Previous School Code: N/A
Seeking Approval for: Academic and Language students
Vocational Students
Mailing Address: 16 Main Street
Havre de Grace, MD 21078
Telephone Number:
Fax Number:
Location Address: 16 Main Street
Havre de Grace, MD 21078
Type of Institution: Public
This School is Engaged in: VOCATIONAL OR TECHNICAL EDUCATION (other than high school)
HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
School's Sessions are Primarily Based on: Semesters
School Established on: 06/01/1958
School Operates Under the Following Authorization: None
School is Approved Under the Following Association or Agency: None
Areas of Study: LIBERAL ARTS
LANGUAGE
PROFESSIONAL STUDIES
SCIENCE
EDUCATION
BUSINESS
Degrees Available: AA DEGREE
Higher Education Conferring Degrees: Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.
Credit Transfer: Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.
English Language Training: English language training, it is not engaged in English language training.
Other Education: Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.
Sessions are Held: Day, Night
Requirements for Admission: warm and breathing with a bank account
Courses of Study and Time Necessary to Complete: see catalog
Requirements for Graduation: 80 credits
Causes for Expulsion: nonpayment
Average Annual Numbers: Classes - 150
Students - 3,000
Teachers and Instructors - 250
Non-Teaching Employees - 275
Average Annual Cost of Room, Board, and Tuition Per Student: $8,000.00
Campus Information
HgD
School Code: BAL214F92114000
Mailing Address: 16 Main Street Havre de Grace, MD 21078
Location Address: 16 Main Street Havre de Grace, MD 21078
Officials: Official Name Title Telephone Number Email Address Role
Alison Green Dean 333-333-3333 alison.green@hp.com PDSO
Janna Green Assoc Dean 666-666-6666 alison.green@hp.com DSO

Note: Users may click an official's email address link on the *School Information* screen to quickly initiate an email to the selected official.

5.1 Guidelines for Updating an Application (Form I-17)

The following guidelines are applicable to submitting changes to your school's application:

- Viewing
  - You can view your school's record with the approved school data.

  - You can view the pending updates to your school's application while it is awaiting adjudication. The system will highlight the fields that are pending adjudication.
- Additional Changes
  - Once you submit an update for the school that requires DHS adjudication, you may not submit another update that requires DHS adjudication until the previous request has been adjudicated. The applicable check boxes, radio buttons, and text boxes will be read-only or inactive. However, you may make additional updates to fields that do not require adjudication.
  - Updates to all other fields regarding the school's information can be submitted by either a PDSO or DSO, and will be automatically reflected as changes in the system.
- Recertification
  - All updates pending adjudication will be canceled once the PDSO of the main campus submits the school's recertification application. (See Section 2.5.1, Initiate and Submit a Recertification Application [Form I-17].)

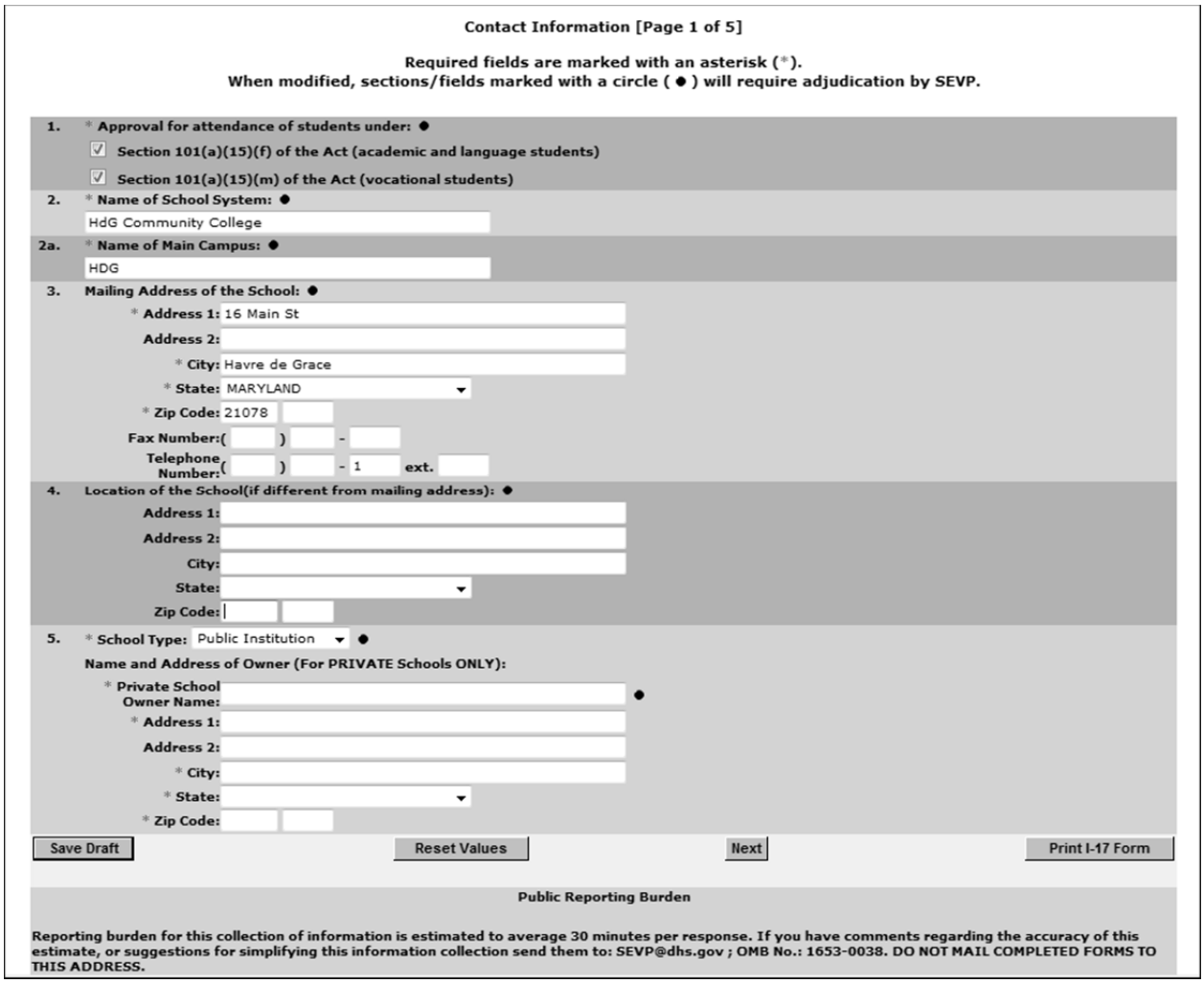
5.2 Update Page 1 of an Application (Form I-17)

The *Listing of Schools* screen contains a list of each school or campus for which you act as a designated official. To access the application for a school or campus, perform the following steps:

1. On the *Listing of Schools* screen, click the link for the school whose application you wish to view. The system displays the data for the selected school.
2. To update the application, click the **Edit School** link on the left side of the screen. The system displays the existing data for the school on Page 1 of the application. **Error! Reference source not found.**, is an example of Page 1 of the electronic Form I-17.

Note: The sections/fields designated with a dark circle (●) in SEVIS require adjudication by SEVP.

Exhibit 10: Contact Information (Page 1 of 5)


Contact Information [Page 1 of 5]
Required fields are marked with an asterisk (*).
When modified, sections/fields marked with a circle (●) will require adjudication by SEVP.
1. * Approval for attendance of students under: ●
Section 101(a)(15)(f) of the Act (academic and language students)
Section 101(a)(15)(m) of the Act (vocational students)
2. * Name of School System: ●
HdG Community College
2a. * Name of Main Campus: ●
HDG
3. Mailing Address of the School: ●
* Address 1: 16 Main St
Address 2:
* City: Havre de Grace
* State: MARYLAND
* Zip Code: 21078
Fax Number:( ) -
Telephone Number:( ) - 1 ext.
4. Location of the School(if different from mailing address): ●
Address 1:
Address 2:
City:
State:
Zip Code:
5. * School Type: Public Institution ●
Name and Address of Owner (For PRIVATE Schools ONLY):
* Private School Owner Name: ●
* Address 1:
Address 2:
* City:
* State:
* Zip Code:
Save Draft
Reset Values
Next
Print I-17 Form
Public Reporting Burden
Reporting burden for this collection of information is estimated to average 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for simplifying this information collection send them to: SEVP@dhs.gov ; OMB No.: 1653-0038. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.

3. You may add or delete the current information to reflect changes to the application (Form I-17). Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 1, you may make changes to any of the following data:

Section/Field	Description/Explanation
* **1. Approval for Attendance of Students Under**	Click in the appropriate checkbox(es). **Academic and language nonimmigrant students** can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. **Vocational students** can be admitted to schools approved under section 101(a)(15)(m). The application should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request

Section/Field	Description/Explanation
	certification to enroll either or both types of students. **Note:** The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same application. **Note:** Updates to this field require review and approval by DHS.
* **2. Name of School System**	Enter the school or school system's complete, official name, without abbreviations. This is the school system name that prints on the student's Form I-20, followed by the campus name. **Note:** Updates to this field require DHS review and approval.
* **2a. Name of Main Campus**	Enter the name of the school or campus that is considered the primary campus on the application. This also prints on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will display here. If not, the main campus may have the same name as the school system. In this case, you should enter the same information in the **Name of School System** and **Name of Main Campus** fields. **Note:** Updates to this field require DHS review and approval.
3. Mailing Address of the School	Enter the address to which mail for the main campus should be sent. This address may contain a post office box number. **Note:** There is a separate field on a following page in which the mailing addresses of additional campuses should be entered. **Note:** Updates to this field require DHS review and approval.
* **Address 1**	Enter the first line of the address for the main campus.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* **City**	Enter the appropriate city.
* **State**	Select the appropriate state.
* **Zip Code**	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
Fax Number	Enter a valid fax number for the main campus.
Telephone Number	Enter a valid telephone number for the main campus.

Section/Field	Description/Explanation
4. Location of the School	The physical location of the main campus. This address may not contain a post office box number. **Note:** Updates to this field require DHS review and approval.
Address 1	Enter the first line of the location address for the main campus.
Address 2	Enter the second line, if needed, of an address, typically a building name.
City	Enter the appropriate city.
State	Select the appropriate state.
Zip Code	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
* **5. School Type**	A school may be either public or private. **Note:** Updates to this field require DHS review and approval.
Name and Address of Owner	If **Private Institution** is selected in Field 5, you must complete the following fields.
* **Private School Owner Name**	If the owner is a person, enter his/her name. If the owner is an institution (for example, a company or a nonprofit organization such as a church), enter the name of the institution. **Note:** Updates to this field require DHS review and approval.
* **Address 1**	Enter the first line of an address, typically a number and street name, for the school owner.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used *only* in mailing addresses.
* **City**	Enter the unabbreviated name of a city.
* **State**	Select the appropriate state.
* **Zip Code**	Enter a valid five-digit postal code; the last four digits are optional.

4. Click one of the following buttons:

   - **Save Draft**—After completing the required fields on Page 1, you may click this button to save the data that you have added or changed on this page.

Note: You **do not** need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there

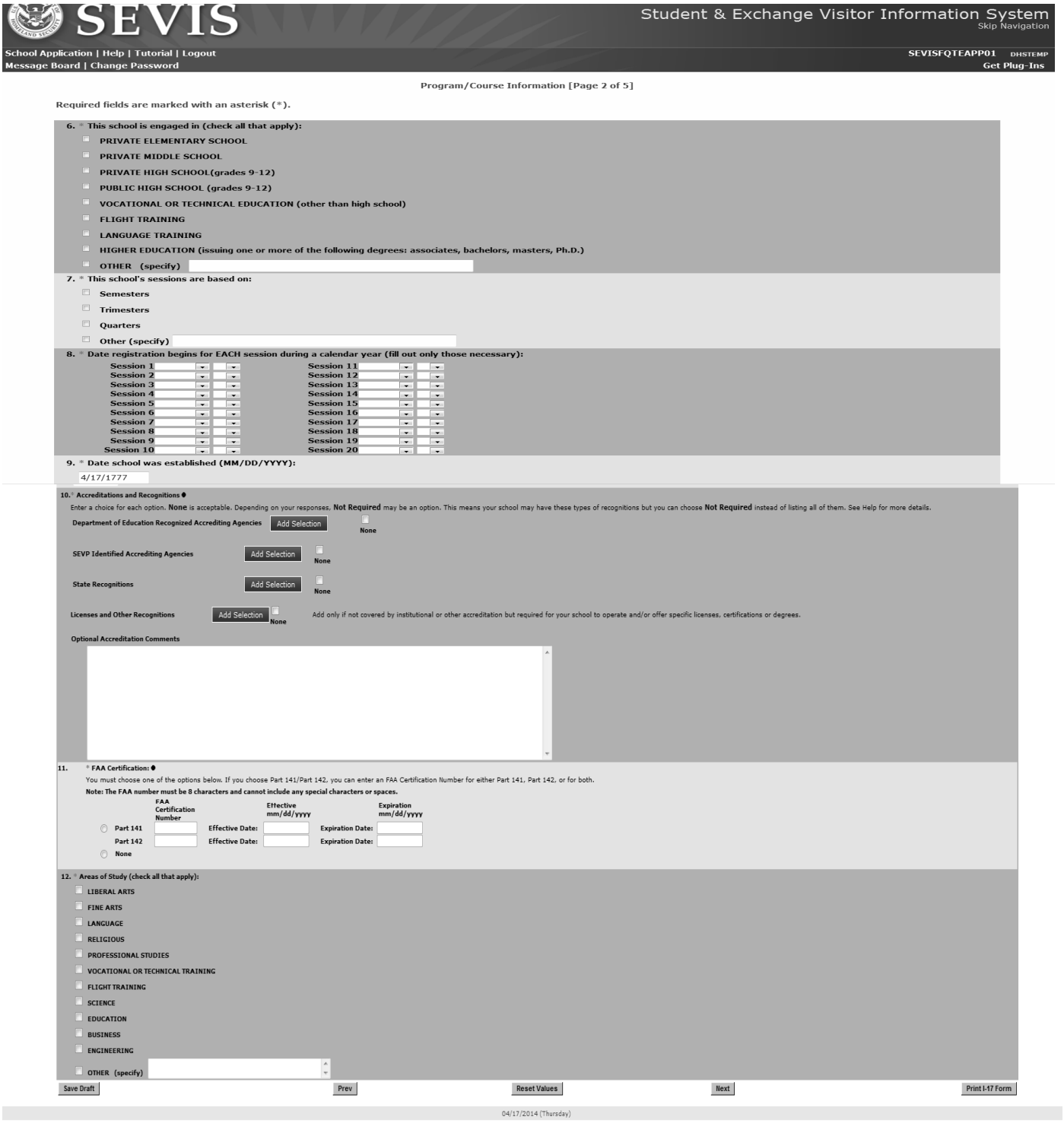
is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.

- **Reset Values**—Click this button to return all new entries on the page to their previous values.
- **Next**—Click this button to automatically save the data that you have added or changed; it ensures that all the required fields have been completed, and advances you to Page 2 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
- **Print I-17 Form**—Click this button to print a copy of the application.

5.3 Update Page 2 of an Application (Form I-17)

The current program/course data for your school are displayed on Page 2 of the application (Form I-17).

Exhibit 11: Program/ Course Information (Page 2 of 5)


SEVIS
Student & Exchange Visitor Information System
Skip Navigation
School Application | Help | Tutorial | Logout
Message Board | Change Password
SEVISFQTEAPP01 DHSTEMP
Get Plug-Ins
Program/Course Information [Page 2 of 5]
Required fields are marked with an asterisk (*).
6. * This school is engaged in (check all that apply):
PRIVATE ELEMENTARY SCHOOL
PRIVATE MIDDLE SCHOOL
PRIVATE HIGH SCHOOL(grades 9-12)
PUBLIC HIGH SCHOOL (grades 9-12)
VOCATIONAL OR TECHNICAL EDUCATION (other than high school)
FLIGHT TRAINING
LANGUAGE TRAINING
HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
OTHER (specify)
7. * This school's sessions are based on:
Semesters
Trimesters
Quarters
Other (specify)
8. * Date registration begins for EACH session during a calendar year (fill out only those necessary):
Session 1
Session 2
Session 3
Session 4
Session 5
Session 6
Session 7
Session 8
Session 9
Session 10
Session 11
Session 12
Session 13
Session 14
Session 15
Session 16
Session 17
Session 18
Session 19
Session 20
9. * Date school was established (MM/DD/YYYY):
4/17/1777
10. * Accreditations and Recognitions
Enter a choice for each option. None is acceptable. Depending on your responses, Not Required may be an option. This means your school may have these types of recognitions but you can choose Not Required instead of listing all of them. See Help for more details.
Department of Education Recognized Accrediting Agencies
Add Selection
None
SEVP Identified Accrediting Agencies
Add Selection
None
State Recognitions
Add Selection
None
Licenses and Other Recognitions
Add Selection
None
Add only if not covered by institutional or other accreditation but required for your school to operate and/or offer specific licenses, certifications or degrees.
Optional Accreditation Comments
11. * FAA Certification:
You must choose one of the options below. If you choose Part 141/Part 142, you can enter an FAA Certification Number for either Part 141, Part 142, or for both.
Note: The FAA number must be 8 characters and cannot include any special characters or spaces.
FAA Certification Number
Effective mm/dd/yyyy
Expiration mm/dd/yyyy
Part 141
Effective Date:
Expiration Date:
Part 142
Effective Date:
Expiration Date:
None
12. * Areas of Study (check all that apply):
LIBERAL ARTS
FINE ARTS
LANGUAGE
RELIGIOUS
PROFESSIONAL STUDIES
VOCATIONAL OR TECHNICAL TRAINING
FLIGHT TRAINING
SCIENCE
EDUCATION
BUSINESS
ENGINEERING
OTHER (specify)
Save Draft
Prev
Reset Values
Next
Print I-17 Form
04/17/2014 (Thursday)

1. You may add or delete the current information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed, and a dark circle (●) designates the fields that require review and approval by DHS when updated. To update Page 2, you may make changes to any of the following data:

Section/Field	Description/Explanation
* **6. This school is engaged in**	Check all options that apply. If **Other** is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark. **Note:** Updates to this field require DHS review and approval.
* **7. This school's sessions are based on**	Check all options that apply. If **Other** is selected, you must enter an explanation in the text box. The text box should also be used to notify DHS when the school has more than 20 session begin dates to enter in Section 8, "date registration begins."
* **8. Date registration begins for EACH session during a calendar year**	For each session currently offered by a school during the calendar year, select the month and day on which it begins. For example, a semester system school would show at least two month/day pairs. If you need to enter more than 20, make a note to that effect in the **Other (Explain)** text box of Section 7, "This school's sessions are based on," and a DHS official will contact you for more information, if necessary.
* **9. Date school was established**	Enter the date on which the school began operations in MM/DD/YYYY format.

Section/Field	Description/Explanation
* **10. Accreditations and Recognitions**	Enter the national, regional, state, or other recognitions that cover the programs of study listed on the Form I-17. Either select from the drop-down list or select "None" for each of the following categories: • Department of Education Recognized Accrediting Agencies • SEVP-Identified Accrediting Agencies • State Recognitions For Licenses and Other Recognitions, select "Add Selection", to add recognitions not listed on the drop-down lists. Check "None" or "Not Required" if applicable.
* **11. FAA Certification**	An indication of whether the school holds Federal Aviation Administration (FAA) certification (Part 141, Part 142, or Part 141 and 142). If the school holds FAA certification, the FAA certification number and the effective and expiration dates must be provided.
* **12. Areas of study**	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the check box next to the appropriate area of study. To remove the check mark, click in the check box again. If **Other** is selected, provide an explanation in the text box. **Note:** Updates to this field require DHS review and approval.

2. Click one of the following buttons:

   - **Save Draft**—After completing the required fields on Page 2, you may click this button to save the data that you have added or changed on this page.

Note: You **do not** need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.

   - **Prev (Previous)**—Click this button to return to the previous page of the application.

WARNING: Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page are lost.

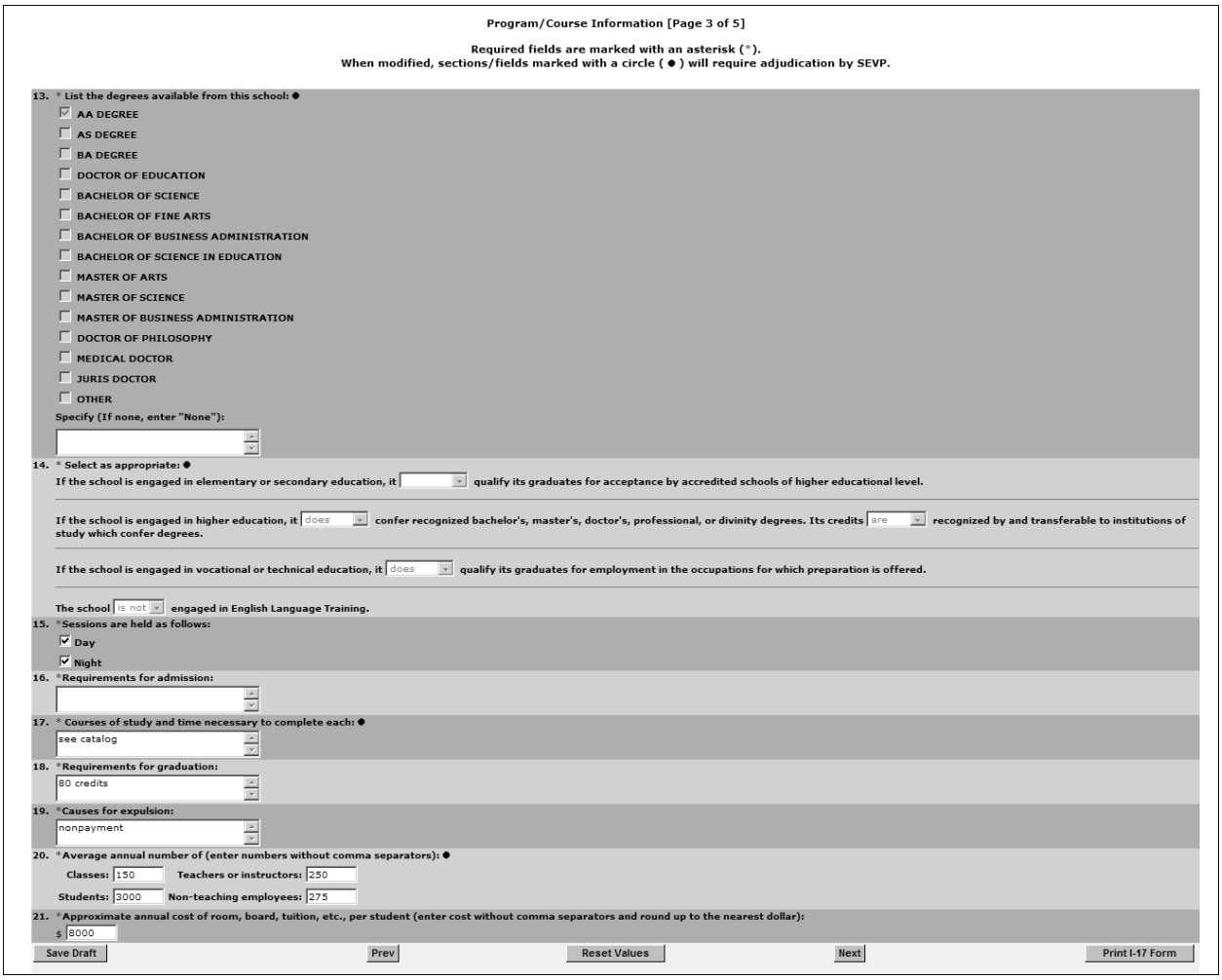
   - **Reset Values**—Click this button to return all new entries on the page to their previous values.

- **Next**—Click this button to automatically save the data that you have added or changed; it ensures that all the required fields have been completed, and advances you to Page 3 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
- **Print I-17 Form**—Click this button to print a copy of the application.

5.4 Update Page 3 of an Application (Form I-17)

The current program/course data for your school are displayed on Page 3 of the application. **Error! Reference source not found.**, is an example of the page.

Exhibit 12: Program/Course Information (Page 3 of 5)


Program/Course Information [Page 3 of 5]
Required fields are marked with an asterisk (*).
When modified, sections/fields marked with a circle (●) will require adjudication by SEVP.
13. * List the degrees available from this school: ●
AA DEGREE
AS DEGREE
BA DEGREE
DOCTOR OF EDUCATION
BACHELOR OF SCIENCE
BACHELOR OF FINE ARTS
BACHELOR OF BUSINESS ADMINISTRATION
BACHELOR OF SCIENCE IN EDUCATION
MASTER OF ARTS
MASTER OF SCIENCE
MASTER OF BUSINESS ADMINISTRATION
DOCTOR OF PHILOSOPHY
MEDICAL DOCTOR
JURIS DOCTOR
OTHER
Specify (If none, enter "None"):
14. * Select as appropriate: ●
If the school is engaged in elementary or secondary education, it qualify its graduates for acceptance by accredited schools of higher educational level.
If the school is engaged in higher education, it does confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits are recognized by and transferable to institutions of study which confer degrees.
If the school is engaged in vocational or technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.
The school is not engaged in English Language Training.
15. *Sessions are held as follows:
Day
Night
16. *Requirements for admission:
17. * Courses of study and time necessary to complete each: ●
see catalog
18. *Requirements for graduation:
80 credits
19. *Causes for expulsion:
nonpayment
20. *Average annual number of (enter numbers without comma separators): ●
Classes: 150
Teachers or instructors: 250
Students: 3000
Non-teaching employees: 275
21. *Approximate annual cost of room, board, tuition, etc., per student (enter cost without comma separators and round up to the nearest dollar):
$ 8000
Save Draft
Prev
Reset Values
Next
Print I-17 Form

1. You may add or delete the current information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed, and a dark circle (●) designates the fields that require review and approval by DHS when updated. To update Page 3, you may make changes to any of the following data:

Field	Description/Explanation
* **13. List the degrees available from this school**	Select only the degrees that your school will offer to foreign students. Select all options that apply. If **Other** is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select **Other** and enter "high school diploma," or a similar appropriate description. If your school does not issue degrees, enter "None" in the text box. **Note:** Updates to this field require DHS review and approval.
* **14. Select as appropriate**	Although more than one field may be completed, generally you should complete only one of the fields listed for Section 14. **Note:** Updates to this section require DHS review and approval.
If the school is engaged in elementary or secondary education	If your school provides elementary/secondary education, select "**does**" or "**does not**" to indicate if your school qualifies its graduates for acceptance by accredited schools of higher education. Leave this field blank if your school is engaged in higher education, vocational/technical training, or English Language training. **Note:** Updates to this field require DHS review and approval.
If the school is engaged in higher education	As a college/university, select "**does**" or "**does not**" to indicate if your school confers recognized degrees. Also indicate if its credits "**are**" or "**are not**" transferable to degree-conferring institutions. Both fields in this section must be completed if your school is engaged in higher education. Leave these fields blank if your school is engaged in elementary/secondary, technical/vocational, or English Language education. **Note:** This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees. **Note:** Updates to this field require DHS review and approval.

Field	Description/Explanation
If the school is engaged in vocational or technical education	As a technical/vocational school, select "**does**" or "**does not**" to indicate if your school qualifies its graduates for employment in the occupations for which preparation is offered. Leave this field blank if your school is engaged in elementary/secondary, college/university, or English Language education. **Note:** Updates to this field require DHS review and approval.
The school (is, is not) engaged in English language training	If your school exclusively offers an English language course, such as English Language schools, or includes English language training as part of another program, select "**is**." Otherwise, select "**is not**" even though the school may provide remedial English instruction for students whose English skills are weak. **Note:** Updates to this field require DHS review and approval.
* **15. Sessions are held as follows**	Select whether your school conducts its classes during the day and/or at night.
* **16. Requirements for admission**	You must include a summary of your school's requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or website. However, reference to a website or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information. **Note:** The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.
* **17. Courses of study and time necessary to complete each**	Provide a general listing of a school's courses of study and the time, in weeks, months, or years, needed to complete each. **Note:** The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS. **Note:** Updates to this field require DHS review and approval.
* **18. Requirements for graduation**	Summarize your school's requirements for graduation. If there is information that you wish to include that does

Field	Description/Explanation
	not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or website. However, reference to a website or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information. **Note:** The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.
* **19. Causes for expulsion**	Provide the general reasons that would be considered causes for a student to be expelled from your school. **Note:** The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.
* **20. Average annual number of**	Enter the average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if your school does not maintain a running average for each category. **Note:** This field should include an estimate of actual classes taught rather than course types or programs offered. **Note:** Updates to this field require DHS review and approval.
* **21. Approximate annual cost of room, board, tuition, etc. per student**	Enter the approximate amount of money an individual student spends at your school, per year, for room, board, tuition, and related fees. **Note:** You must round up to the nearest dollar. The system does not accept the decimal point.

2. Select from one of the following buttons:
    - **Save Draft**—After completing the required fields on Page 3, you may click this button to save the data that you have added or changed on this page.

Note: You **do not** need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.

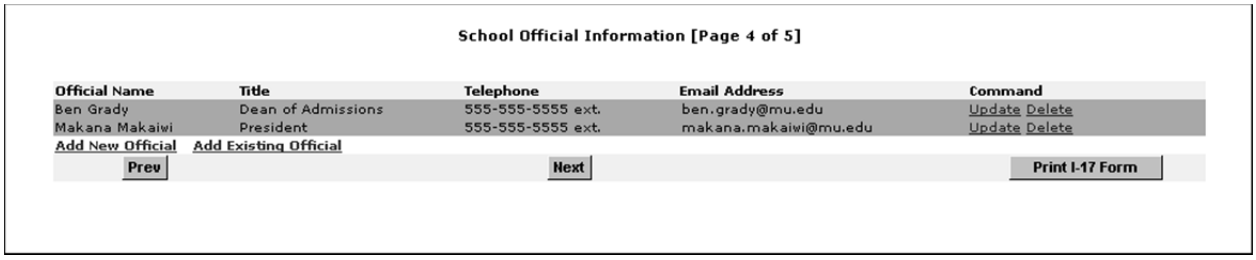
- **Prev (Previous)**—Click this button to return to the previous page of the application.
- **WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page are lost.
- **Reset Values**—Click this button to return all new entries on the page to their previous values.
- **Next**—Click this button to automatically save the data that you have added or changed; it ensures that all the required fields have been completed, and advances you to Page 4 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
- **Print I-17 Form**—Click this button to print a copy of the application.

5.5 Update Page 4 of an Application (Form I-17)

The current list of officials for this school is shown on Page 4 of the application. **Error! Reference source not found.**, is an example of this screen.

Note: Only a PDSO may add or delete school officials, and update their records in SEVIS.

Exhibit 13: School Official Information (Page 4 of 5)



Using Page 4 of the electronic application, the PDSO may do the following:

- Add new officials to the application for this school or campus (Section 2.4.5.1, Add New Officials to an Application [Form I-17]). A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials).
- Add existing school officials to the school's application (Section 2.4.5.2, Add Existing Officials to an Application [Form I-17]). Existing school officials are those who have a SEVIS ID and are currently associated with another school or program—not an existing user in your school or program. You will assign these users additional roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials).

- Update an official's information in SEVIS (Section 2.4.5.3, Update an Official's Information).
- Delete an official in SEVIS (Section 2.4.5.4, Delete an Official from an Application [Form I-17]).

Note: During an I-17 application update, a new or existing official cannot be assigned as a PDSO if not already an approved PDSO or DSO.

Note: Adding a new official, adding existing officials, or updating a school official's first, middle or last name on a school application requires DHS review and approval.

The procedures for completing these tasks are addressed in the following sections.

Note: Prior to the departure of a PDSO from your school, he/she should access SEVIS and assign the PDSO role to an existing DSO. Then, the departing PDSO should assign himself/herself the role of DSO. The new PDSO may then access SEVIS and delete the departing official's record from SEVIS (see Section 2.4.5.4, Delete an Official From an Application [Form I-17]). If the PDSO has left the school, attempt to contact the person and request that he/she log into SEVIS and assign the role to an existing DSO. If you encounter problems attempting to assign a new PDSO to your school, contact the SEVIS Help Desk at 1-800-892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday).

When finished updating school officials, click one of the following buttons on Page 4:

- **Prev (Previous)**—The data have been saved. Click this button to return to the previous page of the application.
- **Next**—The data have been saved. Click this button to advance to Page 5 of the application.

Note: Be sure to add new or existing officials to the application before advancing to Page 5. See Section 2.4.5.1, Add New Officials to an Application (Form I-17), and Section 2.4.5.2, Add Existing Officials to an Application (Form I-17), for instructions.

- **Print I-17 Form**—Click this button to print a copy of the application.

5.5.1 Add New Officials to an Application (Form I-17)

Each school and campus must have one PDSO. A maximum of nine DSOs for each school or campus of a school may also be added.

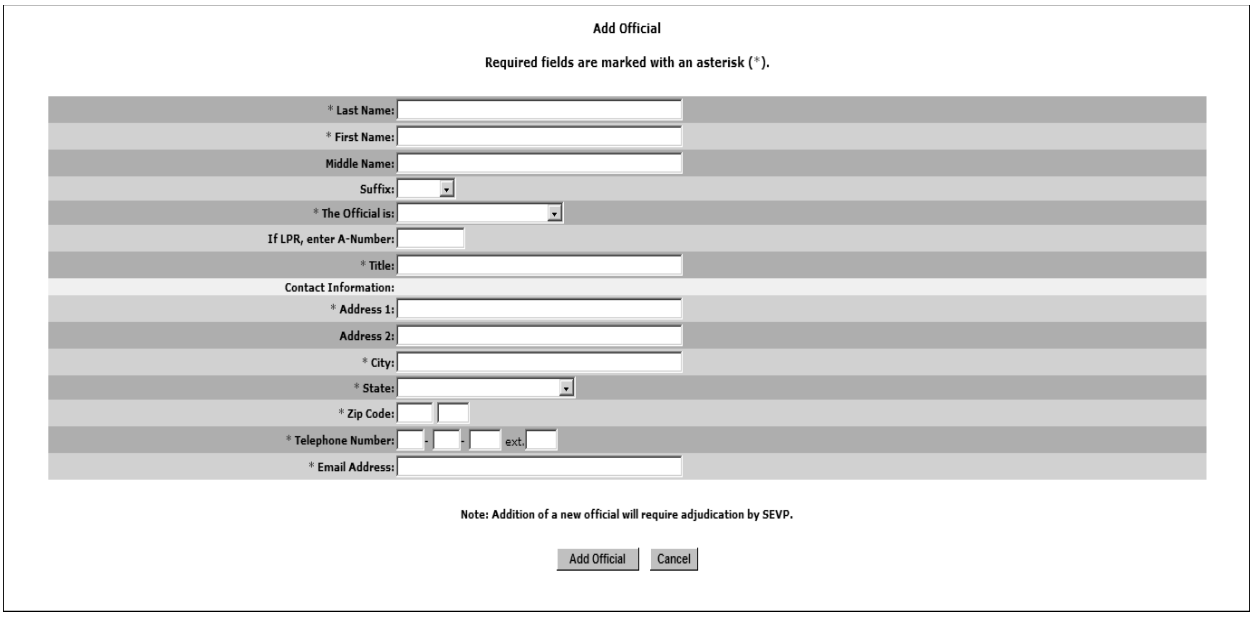
Note: A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials), rather than adding this individual as an existing official on Page 4.

Note: Adding a new official to a school application requires DHS review and approval. During an I-17 application update, a new or existing official cannot be assigned as a PDSO if not already an approved PDSO or DSO.

To add new school officials, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add New Official** link below the list of officials already registered to use SEVIS. The *Add Official* screen displays. An example of this screen is depicted in **Error! Reference source not found.**.

Exhibit 14: Add Official Screen



2. Below is a list of the fields on the *Add Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* **Last Name**	Enter the surname or family name of the school official.
* **First Name**	Enter the first name of the school official.
Middle Name	Enter the middle name of the school official.
Suffix	If applicable, select a title, such as Junior, that may display at the end of a person's name.
* **The Official is**	Select the appropriate option, **U.S. Citizen** or **LPR**. **Note:** All PDSOs and DSOs must be either U.S. citizens or **Lawful Permanent Residents** (LPRs) of the United States.
If LPR, enter A-Number	Enter the alien number (in the following format: A123456789) if the school official is an LPR of the United States.
* **Title**	Enter the title of the school official.

Field	Description/Explanation
* **Address 1**	Enter the first line of the address for this school official.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* **City**	Enter the appropriate city.
* **State**	Select the appropriate state.
* **Zip Code**	Enter a valid five-digit postal code; the last four digits are optional.
* **Telephone Number**	Enter a valid telephone number for this school official.
* **Email Address**	Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. Notification of adjudication results for updates to the application will also be sent to this email address. **Note:** Email addresses are **not** secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).

3. Click one of the following buttons:
    - **Add Official**—Click this button to save the data that you have entered for this school official. Page 4 of the application displays and the information for the official that was added is included on the list of officials.
    - **Cancel**—Click this button to return to Page 4 of the application without saving the data for this official.
4. If you need to add additional new officials, repeat Steps 3 through 5.
5. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the **No Role** radio button.

5.5.2 Add Existing Officials to an Application (Form I-17)

An existing official is an active SEVIS user, someone who already has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on the school's application to perform as a PDSO or DSO for a school or campus.

Note: A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to

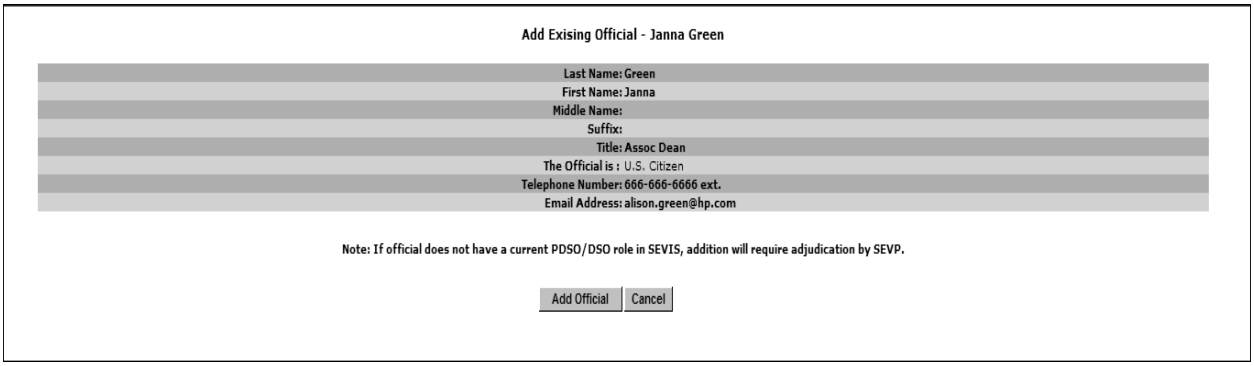
perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles on Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials), rather than adding this individual as an existing official on Page 4.

Note: Addition of an existing official if not a current PDSO or DSO requires DHS review and approval. During an I-17 application update, a new or existing official cannot be assigned as a PDSO if not already an approved PDSO or DSO.

To add an existing official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Add Existing Official* screen displays. **Error! Reference source not found.**, is an example of the screen.

Exhibit 15: Add Existing Official Screen


Add Exising Official - Janna Green
Last Name: Green
First Name: Janna
Middle Name:
Suffix:
Title: Assoc Dean
The Official is : U.S. Citizen
Telephone Number: 666-666-6666 ext.
Email Address: alison.green@hp.com
Note: If official does not have a current PDSO/DSO role in SEVIS, addition will require adjudication by SEVP.
Add Official
Cancel

2. In the **User Name** field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.
3. Click the **Search Official** button. If the official has a record in SEVIS, the *Add Existing Official - <Official's Name>* screen displays the name, title, telephone number, and email address for this official.
4. Click one of the following buttons:
    - **Add Official**—Click this button to add this school official to your school's application. Page 4 of the application displays and the information for the official is included on the list of officials.
    - **Cancel**—Click this button to return to Page 4 of the application without adding this official to your school's application.
5. If you need to add additional existing officials, repeat Steps 3 through 6.
6. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign the appropriate role (PDSO or DSO) to the added official at the school's campus(es). The added official must be assigned a role at least at one campus. If the added official will not be performing a role at a particular campus, click the **No Role** radio button.

5.5.3 Update an Official's Information

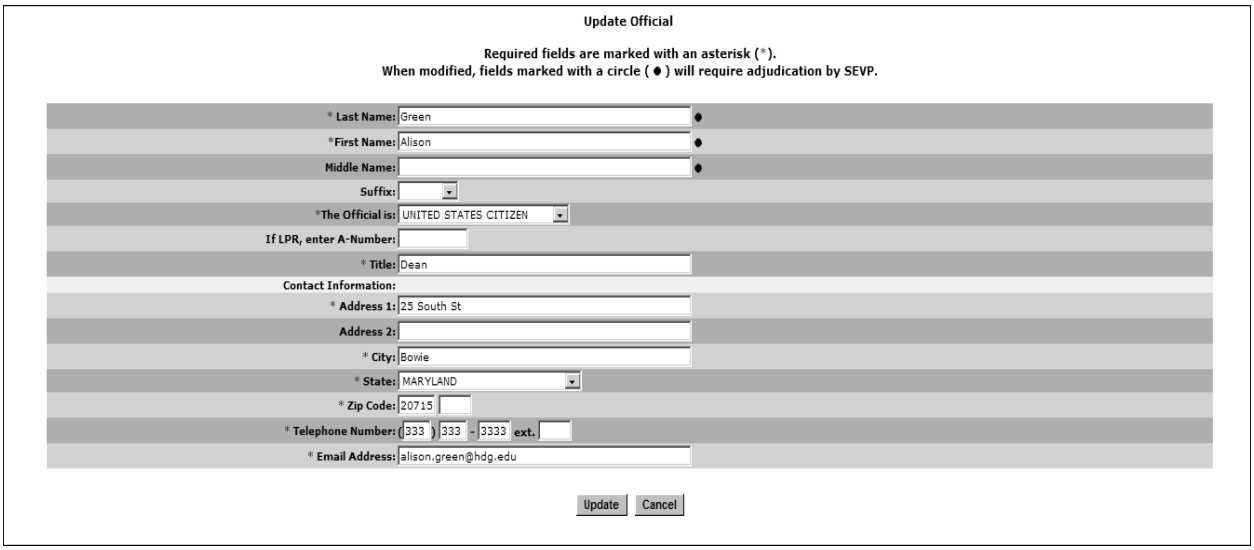
Only a PDSO may update the SEVIS record for an existing official.

Note: Updating a school official's first, middle or last name requires DHS review and approval.

To change or update the record of an existing school official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Update** link to the right of the name of the official whose record you wish to update. The system displays the *Update Official* screen. **Error! Reference source not found.**, is an example of the screen.

Exhibit 16: Update Official Screen


Update Official
Required fields are marked with an asterisk (*).
When modified, fields marked with a circle (♦) will require adjudication by SEVP.
* Last Name: Green
*First Name: Alison
Middle Name:
Suffix:
*The Official is: UNITED STATES CITIZEN
If LPR, enter A-Number:
* Title: Dean
Contact Information:
* Address 1: 25 South St
Address 2:
* City: Bowie
* State: MARYLAND
* Zip Code: 20715
* Telephone Number: (333) 333 - 3333 ext.
* Email Address: alison.green@hdg.edu
Update
Cancel

2. Make the necessary changes to the user's record. See Section 2.4.5.1, Add New Officials to an Application (Form I-17), for detailed instructions for each field.
3. Click one of the following buttons:
   - **Update**—Click this button to update this school official's information. Page 4 of the application displays.
   - **Cancel**—Click this button to return to Page 4 of the application without updating this official's information.

5.5.4 Delete an Official From an Application (Form I-17)

Deleting an official completely removes the individual from the application (Form I-17). The official will no longer be able to perform SEVIS tasks for your school. The official is not deleted until the I-17 application is submitted.

Note: To remove the official as a PDSO or DSO for a specific campus, use the *Assigning Campus Officials* screen, rather than deleting the official. See Section 2.4.6.4, Assign Campus Officials.

Because an official must be assigned a role to at least one campus, if the official will not be performing any role, he/she should be deleted. To delete a school official from your school's application, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Delete** link to the right of the name of the person who you would like to delete from this school. The *Delete Official* screen displays. **Error! Reference source not found.**, is an example of the screen.

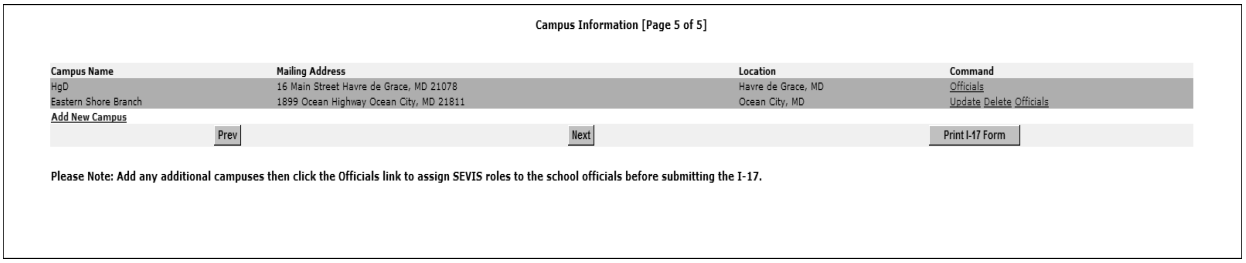
Exhibit 17: Delete Official Screen

2. Click one of the following buttons:
   - **Delete Official**—Click this button to delete this official from your school's application. Page 4 of the application displays and this official no longer displays on the list.
   - **Cancel**—Click this button to return to Page 4 of the application without deleting this official from your school's application.

5.6 Update Page 5 of an Application (Form I-17)

The current list of campuses for this school is shown on Page 5 of the school's application. **Error! Reference source not found.**, is an example of this screen. Only a PDSO may add, update, or delete a campus, and assign officials.

Exhibit 18: Campus Information (Page 5 of 5)


Campus Information [Page 5 of 5]
Campus Name
Mailing Address
Location
Command
HgD
16 Main Street Havre de Grace, MD 21078
Havre de Grace, MD
Officials
Eastern Shore Branch
1899 Ocean Highway Ocean City, MD 21811
Ocean City, MD
Update Delete Officials
Add New Campus
Prev
Next
Print I-17 Form
Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

Using Page 5 of the Form I-17, the PDSO may add, update, or delete campuses and assign or reassign school officials to their SEVIS roles. The following sections provide instructions for adding, updating, or deleting campuses and assigning SEVIS roles.

5.6.1 Add a New Campus

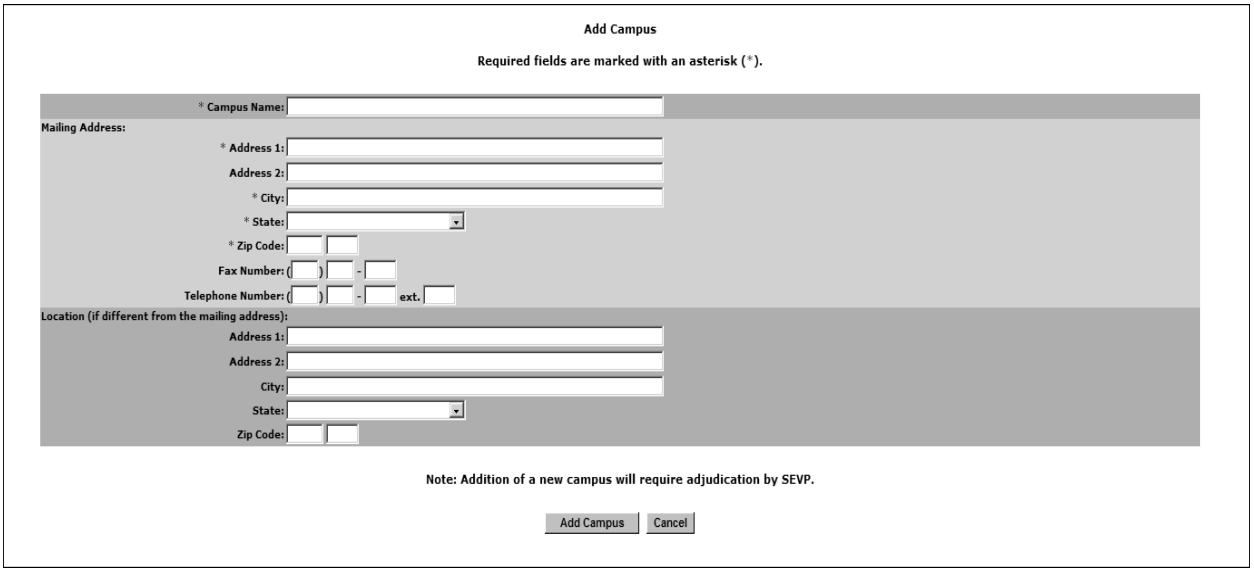
SEVIS enables the PDSO to add to the application (Form I-17) campuses that are located in the same DHS jurisdiction as the main campus. If your school has campuses that are located in other DHS jurisdictions (for example, different states), separate applications must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single DHS district may either file a single application for all campuses or file separate applications.

Note: When adding another campus, review and update all pages of the application to reflect any new information specific to the campus being added.

When you add campuses to the application, DHS must review and approve the changes. To add a campus to the school's application, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Add New Campus** link below the list of registered campuses. **Error! Reference source not found.**, is an example of the screen that displays.

Exhibit 19: Add Campus Screen



2. Enter the information regarding the new campus. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed.

Section/Field	Description/Explanation
* **Campus Name**	Enter the name of the new campus. This also prints on Forms I-20 issued from this campus.
Mailing Address	Enter the address to which mail for this campus should be sent. This address may contain a post office box number.
* **Address 1**	Enter the first line of the address for this campus.

Section/Field	Description/Explanation
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* **City**	Enter the appropriate city.
* **State**	Select the appropriate state.
* **Zip Code**	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.
Fax Number	Enter a valid fax number for this campus.
Telephone Number	Enter a valid telephone number for this campus.
Location	The physical location of the new campus, if different from its mailing address. This address may not contain a post office box number.
Address 1	Enter the first line of the address for this campus.
Address 2	Enter the second line, if needed, of an address, typically a building name.
City	Enter the appropriate city.
State	Select the appropriate state.
Zip Code	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.

3. Click one of the following buttons:
    - **Add Campus**—Click this button to add this campus to your school's application. Page 5 of the application displays and the name of the campus that was added displays on the list.

Note: A DHS user will contact the PDSO for any necessary supporting documentation.

    - **Cancel**—Click this button to return to Page 5 of the application without adding this campus to your school application.

4. If you need to add additional campuses, repeat Steps 3 through 5.
5. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign school officials roles (PDSO or DSO) at the new campus(es).

5.6.2 Update a Campus

The PDSO and DSO may update campus information, which will require review and approval by DHS. To update the information for a campus, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Update** link to the right of a campus name. The *Update Campus – <Name of Campus>* screen displays.
2. Make the necessary additions and/or changes to the data. Section 2.4.6.1, Add a New Campus, provides detailed instruction for each field.
3. Click one of the following buttons:

- **Update Campus**—Click this button to update the information for this campus. Page 5 of the application displays.

Note: DHS must review and approve the changes to school name, mailing address, and location address.

- **Cancel**—Click this button to return to Page 5 of the application without updating the information for this campus.

5.6.3 Delete a Campus

The PDSO may submit a campus deletion request for campuses that have no students in Active status and no students with pending reinstatement requests. Campus deletion requests are adjudicated by DHS.

To request a campus deletion from your school's application (Form I-17), perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Delete** link to the right of a campus name. The *Delete Campus - <Name of Campus>* screen displays.

Note: You will not be able to delete a campus at which SEVIS student records are still active or pending reinstatement.

2. Click one of the following buttons:

   - **Delete Campus**—Click this button to delete this campus. A confirmation screen displays to verify that you wish to proceed with the campus deletion request. Click the **Yes** button and Page 5 of the application displays. Otherwise, click the **Cancel** button to return to Page 5 of the application without submitting the campus deletion request.

Note: If your campus deletion request is approved, you will no longer be able to view, access, or print any of the student records associated with this campus. Prior to submitting this request, you should transfer out any student records you may need in the future (for example, students in Active status who wish to continue their education at your main campus or a student in Terminated or Completed status, who wishes to apply for reinstatement to attend another school).

- **Cancel**—Click this button to return to Page 5 of the application without deleting this campus.

5.6.4 Assign Campus Officials

Campus Information (Page 5 of 5) has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO and DSO.

Note: Each official must be assigned to at least one campus on the application (Form I-17).

In SEVIS, the PDSO is usually the contact person for the original submission of the application. The PDSO will also be the responsible party for any updates to the PDSO and DSO information, and for registering the school to use the SEVIS batch interface. The PDSOs and DSOs are

responsible for creating, submitting, and updating SEVIS student records, and issuing Forms I-20.

Note: All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

Error! Reference source not found., lists the various tasks that school officials may perform using SEVIS. An "X" in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

Exhibit 20: SEVIS Roles and Responsibilities

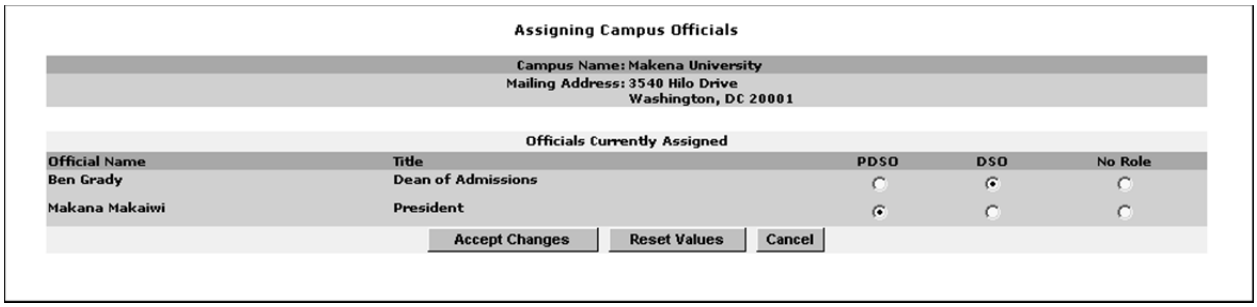
SEVIS Task	PDSO	DSO
Add and delete campuses (Form I-17)	**X**	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	**X**	
Update, save, and submit changes to the information for schools (Form I-17)	**X**	**X**
Initiate and submit recertification application (Form I-17)	**X**	
Print the Form I-17	**X**	**X**
Create and save records for students and dependents (Form I-20)	**X**	**X**
Update records for students and dependents (Form I-20)	**X**	**X**
Submit records for students and dependents (Form I-20)	**X**	**X**
Print student and dependent draft I-20 Forms	**X**	**X**
Print student and dependent I-20 Forms	**X**	**X**
View all student and dependent records for their schools	**X**	**X**
Receive SEVIS alerts	**X**	**X**
View and print reports	**X**	**X**
Register schools to use the SEVIS batch interface	**X**	

To authorize your school officials to perform as a PDSO or DSO when using SEVIS, perform the following steps for each campus listed on the application:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Officials** link to the right of the campus name. The *Assigning Campus Officials* screen displays. An example is shown in **Error! Reference source not found.**.

Note: This screen lists all officials associated with the school. You must choose the role that each official will play at each campus.

Exhibit 21: Assigning Campus Officials Screen



2. Click a radio button (**PDSO** or **DSO**) to the right of the official's name. Select the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.

Note: Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of nine DSOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the application. If an official is not assigned a role, you cannot submit these changes to the Form.

3. Click one of the following buttons:
    - **Accept Changes**—Click this button to accept the new or changed role assignments. Page 5 of the application displays.
    - **Reset Values**—Click this button to return all fields to their previously saved values.
    - **Cancel**—Click this button to return to Page 5 of the application without assigning or changing any roles.

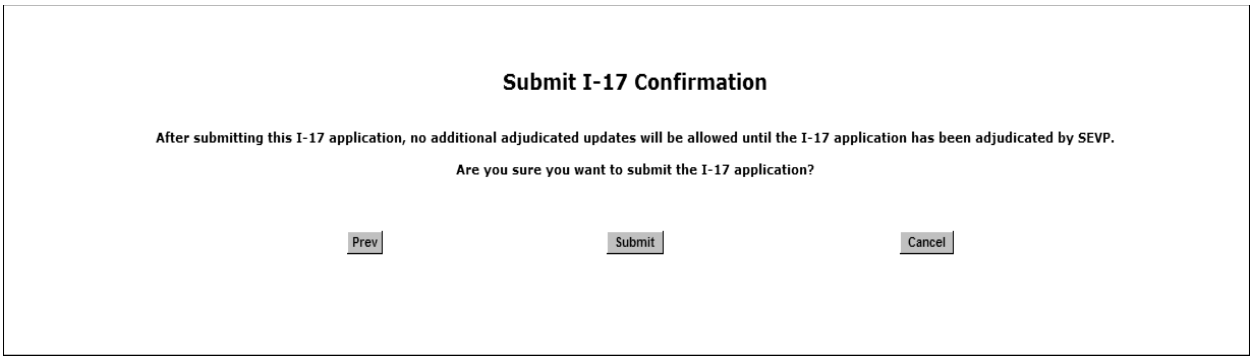
See Section 2.4.6.5, Submit Updates to an Application (Form I-17), for instructions on completing this process.

5.6.5 Submit Updates to an Application (Form I-17)

In order to complete the update process, you need to submit your application. Once all changes have been made to your application and you have finished adding campuses and assigning roles to school officials, click one of the following buttons:

- **Prev (Previous)**—Click this button to return to the previous page of the application.
- **Next**—Click this button to advance submitting the updated I-17. The system displays the *Submit I-17 Confirmation* screen. An example is seen in **Error! Reference source not found.**.
- **Print I-17 Form**—Click this button to print a copy of the application.

Exhibit 22: Submit I-17 Certification Screen


Submit I-17 Confirmation
After submitting this I-17 application, no additional adjudicated updates will be allowed until the I-17 application has been adjudicated by SEVP.
Are you sure you want to submit the I-17 application?
Prev
Submit
Cancel

Click one of the following buttons:

- **Prev (Previous)**—Click this button to return to the previous page of the application.
- **Submit**—The data is saved. Click this button to forward changes to the application to DHS for review and approval. The *I-17 Application Has Been Submitted* confirmation screen displays, with the message that all non-adjudicated changes have been made. Any changes that require adjudication will be reviewed by SEVP. Click the **Return to School Listings** button to exit the screen.
- **Cancel**—Click this button to delete **all** changes and updated information that have not been submitted. A confirmation screen displays informing you that all changes made to the application since the last submission will be deleted. Click the **Yes** button to proceed with canceling the update to your application. The *Listing of Schools* screen displays. Click the **No** button to return to Page 5 of the application without canceling the changes.

If you added campuses, changed the private school owner's name, or changed the public/private school type indicator, you will need to pay a fee through Pay.Gov. Section 2.7, Electronic Submission of Payment, provides instructions on submitting payment.

Once DHS processes the adjudicable updates to the application, the following outcomes are possible:

- If the updates are approved, the school officials receive approval notification via email.
- If additional information is required for processing the updates, the school officials receive an email specifying the missing or problematic information.
- If the requested updates are denied, the school officials will receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, a DHS User will contact the PDSO with more specific information regarding the denial.

5.7 View Event History

Event history is a list of the changes to a school's SEVIS record. From the *School Information* screen click the **View Event History** link. The *Event History* screen displays.

The *Event History* screen includes:

- **Event Name**—A brief description of the change to the SEVIS record.
- **Event Date**—The date the change occurred.
- **Performed By**—This data can be any of the following:
  - Name of the school official who made the change to the record.
  - "DHS Official" for events performed by a DHS user.
  - "SEVIS Maintenance" if the change occurred because of automated system processing or because of a manual data change (data fix).

Click the **Return** button to go back to the *School Information* screen.

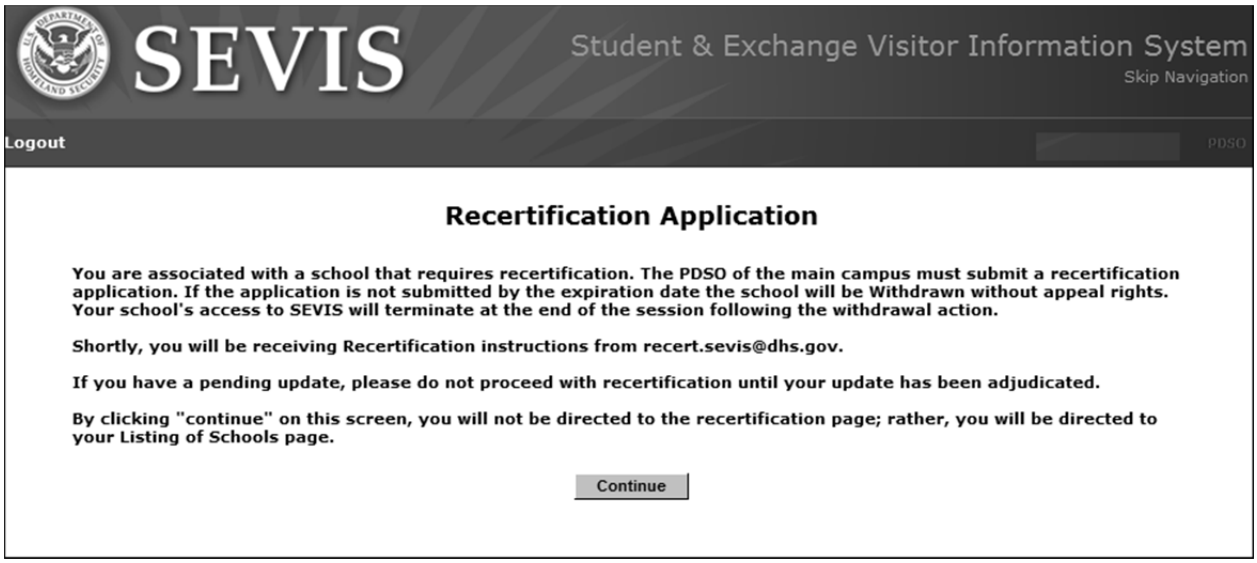
6. RECERTIFICATION APPLICATION (FORM I-17) OVERVIEW

A school must apply for recertification 2 years after DHS approves their initial certification application (and every 2 years thereafter). The PDSO of the main campus initiates and submits the recertification application electronically through SEVIS before DHS can begin adjudication. Once the recertification application has been submitted, and DHS receives all required documentation, an Adjudicator will mark the application Filed. School officials will receive an email notification when their application status is set to Filed.

One hundred eighty (180) days prior to the school's certification expiration date, the following occurs:

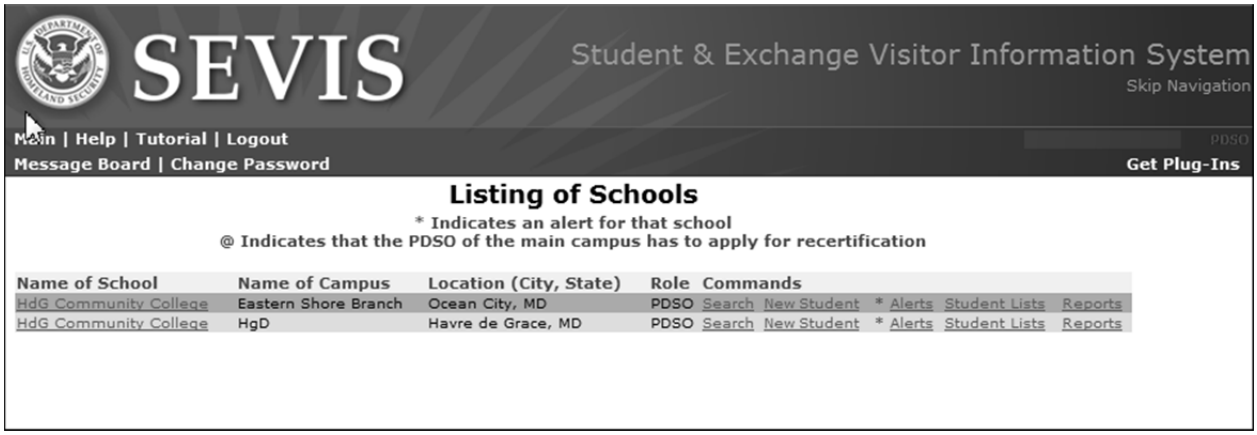
- The PDSOs and DSOs receive an email notification informing them that the PDSO of the main campus needs to submit the recertification application.
- When the PDSOs and DSOs log into SEVIS, the *Recertification Application* screen (**Error! Reference source not found.**) displays, stating that they are associated with a school that requires recertification. Click the **Continue** button and the *Listing of Schools* screen displays. The recertification process does not need to be immediately initiated; this notification is merely a reminder that it needs to occur within the next 180 days. The notification screen will continue to display upon login to all PDSOs and DSOs until the recertification application has been set to Filed.

Exhibit 23: Recertification Notification Screen


SEVIS
Student & Exchange Visitor Information System
Skip Navigation
Logout
PDSO
Recertification Application
You are associated with a school that requires recertification. The PDSO of the main campus must submit a recertification application. If the application is not submitted by the expiration date the school will be Withdrawn without appeal rights. Your school's access to SEVIS will terminate at the end of the session following the withdrawal action.
Shortly, you will be receiving Recertification instructions from recert.sevis@dhs.gov.
If you have a pending update, please do not proceed with recertification until your update has been adjudicated.
By clicking "continue" on this screen, you will not be directed to the recertification page; rather, you will be directed to your Listing of Schools page.
Continue

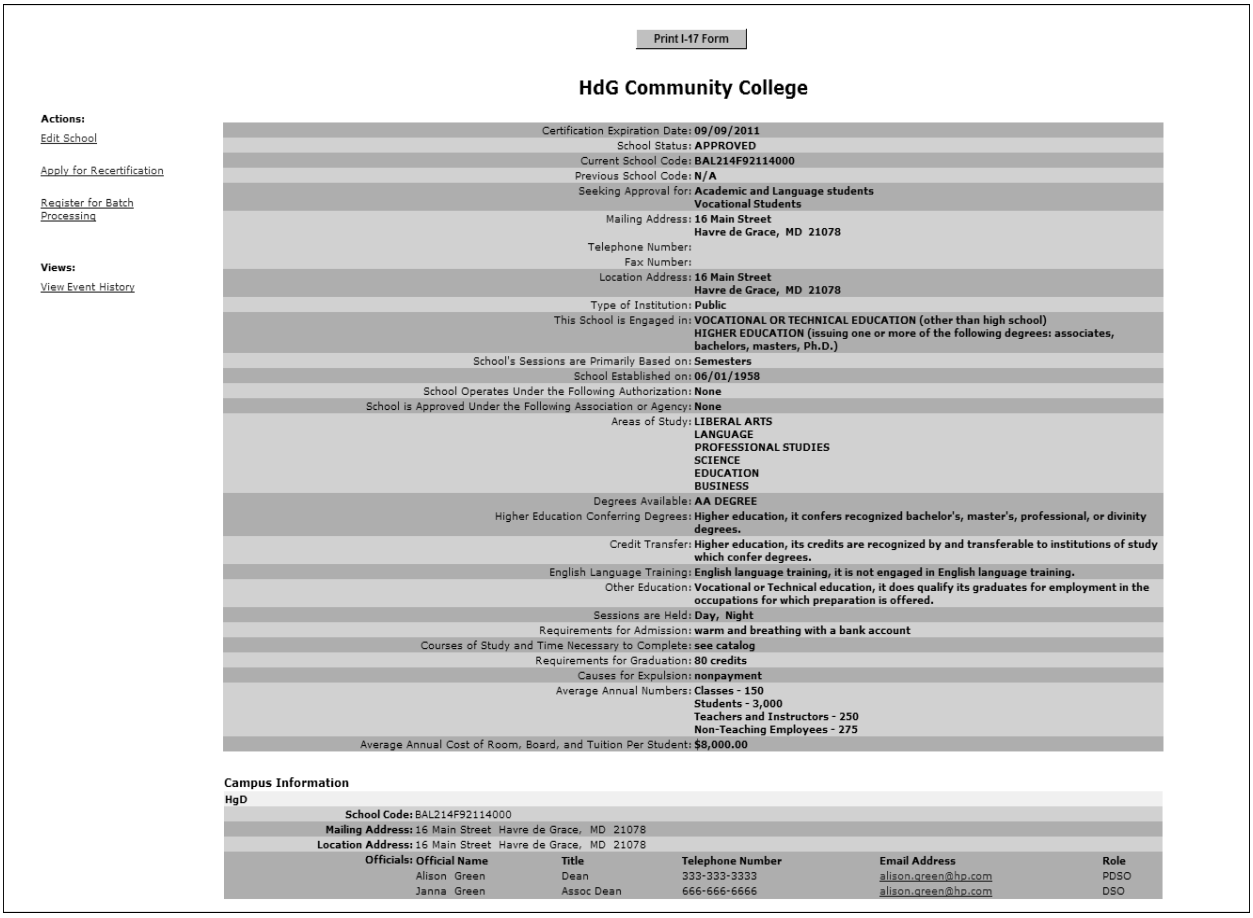
- On the Listing of Schools screen, @ displays to the right of the school's name indicating that it needs to be recertified. An example of this screen is depicted in Exhibit 24: Listing of Schools Screen. This indicator is visible to all PDSOs and DSOs.

Exhibit 24: Listing of Schools Screen


SEVIS
Student & Exchange Visitor Information System
Skip Navigation
Main | Help | Tutorial | Logout
Message Board | Change Password
PDSO
Get Plug-Ins
Listing of Schools
* Indicates an alert for that school
@ Indicates that the PDSO of the main campus has to apply for recertification
Name of School | Name of Campus | Location (City, State) | Role | Commands
HdG Community College | Eastern Shore Branch | Ocean City, MD | PDSO | Search | New Student | * Alerts | Student Lists | Reports
HdG Community College | HgD | Havre de Grace, MD | PDSO | Search | New Student | * Alerts | Student Lists | Reports

- For the PDSO of the main campus, the Apply for Recertification link displays in the Actions menu on the School Information screen. This link is shown in Exhibit 25: School Information Screen With Apply for Recertification Link.

Exhibit 25: School Information Screen with Apply for Certification Link



Print I-17 Form

HdG Community College

Actions:
Edit School
Apply for Recertification
Register for Batch Processing

Views:
View Event History

Certification Expiration Date:	**09/09/2011**
School Status:	**APPROVED**
Current School Code:	**BAL214F92114000**
Previous School Code:	**N/A**
Seeking Approval for:	**Academic and Language students** **Vocational Students**
Mailing Address:	**16 Main Street** **Havre de Grace, MD 21078**
Telephone Number:	
Fax Number:	
Location Address:	**16 Main Street** **Havre de Grace, MD 21078**
Type of Institution:	**Public**
This School is Engaged in:	**VOCATIONAL OR TECHNICAL EDUCATION (other than high school)** **HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)**
School's Sessions are Primarily Based on:	**Semesters**
School Established on:	**06/01/1958**
School Operates Under the Following Authorization:	**None**
School is Approved Under the Following Association or Agency:	**None**
Areas of Study:	**LIBERAL ARTS** **LANGUAGE** **PROFESSIONAL STUDIES** **SCIENCE** **EDUCATION** **BUSINESS**
Degrees Available:	**AA DEGREE**
Higher Education Conferring Degrees:	**Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.**
Credit Transfer:	**Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.**
English Language Training:	**English language training, it is not engaged in English language training.**
Other Education:	**Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.**
Sessions are Held:	**Day, Night**
Requirements for Admission:	**warm and breathing with a bank account**
Courses of Study and Time Necessary to Complete:	**see catalog**
Requirements for Graduation:	**80 credits**
Causes for Expulsion:	**nonpayment**
Average Annual Numbers:	**Classes - 150** **Students - 3,000** **Teachers and Instructors - 250** **Non-Teaching Employees - 275**
Average Annual Cost of Room, Board, and Tuition Per Student:	**$8,000.00**

Campus Information

HgD

School Code:	BAL214F92114000				
Mailing Address:	16 Main Street Havre de Grace, MD 21078				
Location Address:	16 Main Street Havre de Grace, MD 21078				
Officials:	**Official Name**	**Title**	**Telephone Number**	**Email Address**	**Role**
	Alison Green	Dean	333-333-3333	alison.green@hp.com	PDSO
	Janna Green	Assoc Dean	666-666-6666	alison.green@hp.com	DSO

If the PDSO of the main campus does not submit the recertification application, the PDSOs and DSOs will receive reminder emails 90 and 30 days before their certification expiration date.

Beginning 180 days prior to the school's certification expiration date, the PDSO of the main campus will be able to initiate, make changes to, and submit his/her school's recertification application.

After the recertification application is initiated, the school officials will no longer be able to make updates to the approved certification application. However, they will be able to view and print the approved certification application until the recertification application is submitted. After the recertification application is submitted, they will be able to view and print the recertification application.

Additionally, after the recertification application is submitted school officials may not make any additional changes to the recertification application.

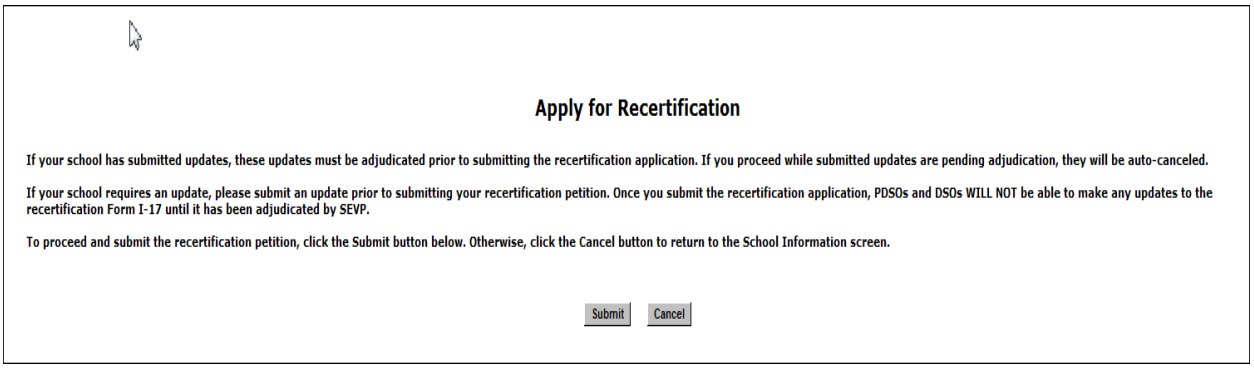
6.1 Initiate and Submit a Recertification Application (Form I-17)

IMPORTANT: If your school has submitted updates to the Form I-17, and the sections/fields marked with a circle (●) are modified, the I-17 will require adjudication by SEVP. When you submit the recertification application, any pending updates to your approved application will be canceled.

Only the PDSO of the main campus may submit a recertification application. Perform the following steps to initiate the recertification application:

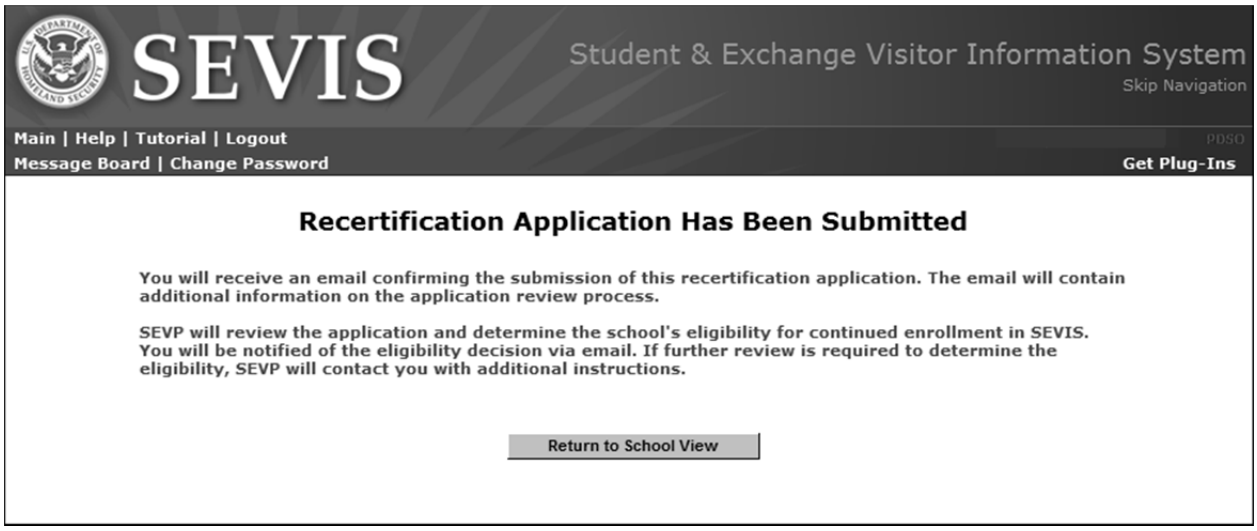
1. From the *School Information* screen, click the **Apply for Recertification** link. The *Apply for Recertification* message screen displays informing you that all pending I-17 updates must be adjudicated before submitting the recertification application. **Error! Reference source not found.**, provides an example of this screen.

Exhibit 26: Apply for Recertification Screen


Apply for Recertification
If your school has submitted updates, these updates must be adjudicated prior to submitting the recertification application. If you proceed while submitted updates are pending adjudication, they will be auto-canceled.
If your school requires an update, please submit an update prior to submitting your recertification petition. Once you submit the recertification application, PDSOs and DSOs WILL NOT be able to make any updates to the recertification Form I-17 until it has been adjudicated by SEVP.
To proceed and submit the recertification petition, click the Submit button below. Otherwise, click the Cancel button to return to the School Information screen.
Submit
Cancel

2. Click either the **Submit** or **Cancel** button.
    - Click the **Submit** button to submit the recertification application. All pending updates will be canceled. The *Recertification Application Has Been Submitted* confirmation message screen displays as seen in Exhibit 27: Recertification Application Has Been Submitted Confirmation Screen.
    - Click the **Cancel** button if you want to wait until your pending updates are complete. You are returned to the *School Information* screen without initiating the recertification application.

Exhibit 27: Recertification Application Submission Screen


SEVIS
Student & Exchange Visitor Information System
Skip Navigation
Main | Help | Tutorial | Logout
Message Board | Change Password
PDSO
Get Plug-Ins
Recertification Application Has Been Submitted
You will receive an email confirming the submission of this recertification application. The email will contain additional information on the application review process.
SEVP will review the application and determine the school's eligibility for continued enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, SEVP will contact you with additional instructions.
Return to School View

Click the **Return to School View** button. The *Listing of Schools* screen displays.

7. REQUEST FOR EVIDENCE-EDIT SCHOOL

When a DHS official reviews a school's initial, updated or recertification application (I-17) and requires additional information from the PDSO, they may update the school's application status to Request for Evidence (RFE).

The DHS official has the option to request any additional information by either regular mail or by returning the submitted electronic application for update. Either RFE action provides a system-generated email to the PDSO that details the required additional information, and contact information for the DHS official.

If you are logged in as the PDSO of the main campus and a DHS official has returned your electronic I-17 application for update, the **RFE–Edit** link displays in the **Actions** menu. Perform the following steps to edit your school's application:

1. From the School Information screen, click the RFE-Edit link to display the first of five pages of school data.
2. .Enter any changes on the applicable screens.
3. .Click the Submit button. The I-17 Application Has Been Submitted confirmation screen displays.
4. .Click the Return to School Listing button to return to the Listing of Schools screen.

8. ELECTRONIC SUBMISSION OF PAYMENT

If you are updating your application (Form I-17) and adding a new campus, changing the public/private school type indicator, or changing a private school owner's name, or if you are submitting your recertification application, you will need to also submit payment through the Pay.Gov website. You may use a plastic card or Automated Clearing House (ACH) to electronically submit payment to DHS using the Pay.Gov website.

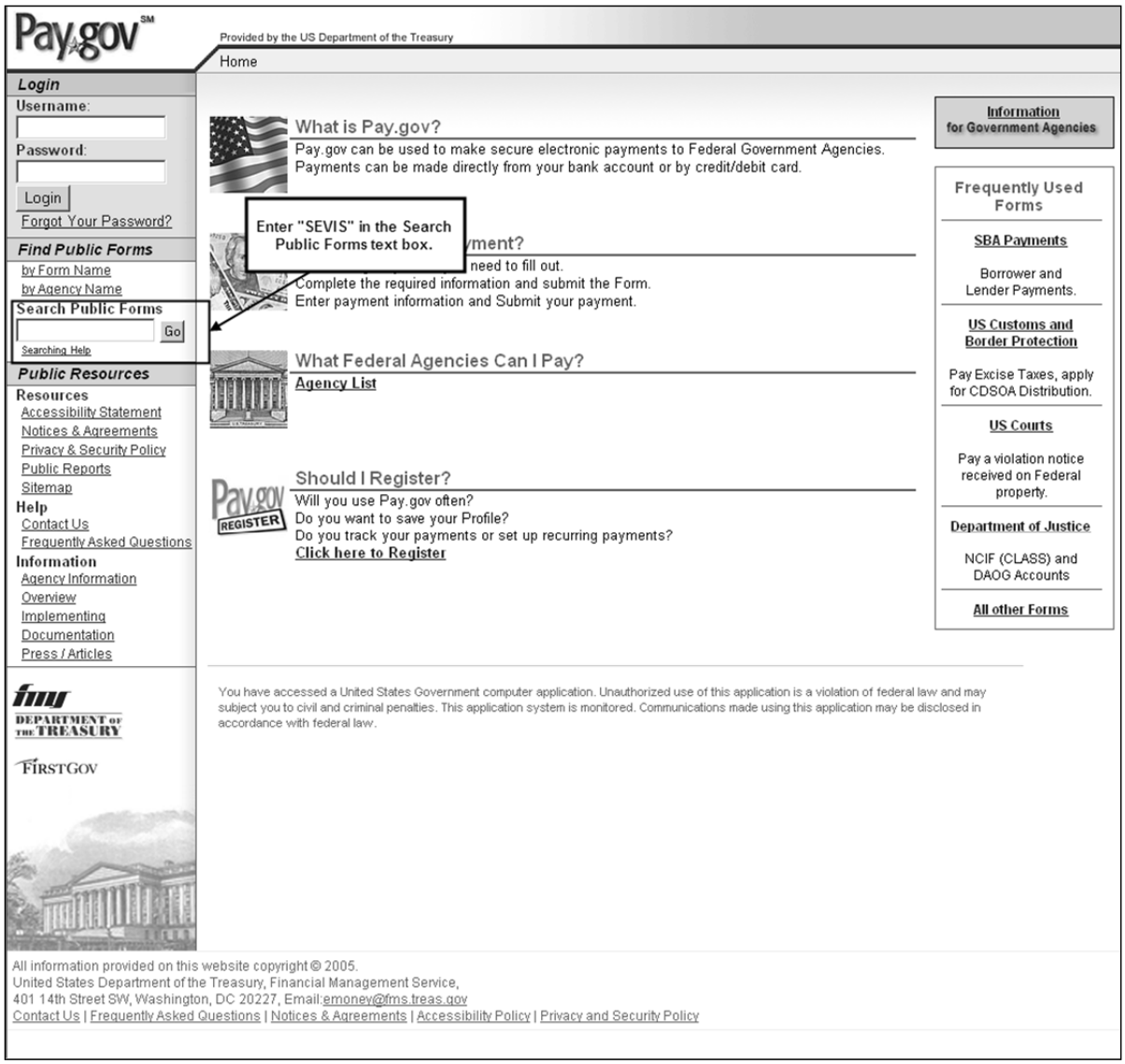
Notification of payment due depends on the type of application:

- If you are submitting an updated application that requires a payment in order to adjudicate, you will receive an email notification providing the amount due, any relevant information, and a link to the Pay.Gov website.
- If you are submitting a recertification application, you may receive notification two ways:
  - When your application is received by the system, an email notification is sent to all PDSOs and DSOs informing them that their application has been submitted. This email notification provides payment information and a link to the Pay.Gov website.
  - DHS may send a follow-up payment request email, which provides payment information and a link to the Pay.Gov website.

To use the Pay.Gov website, perform the following steps:

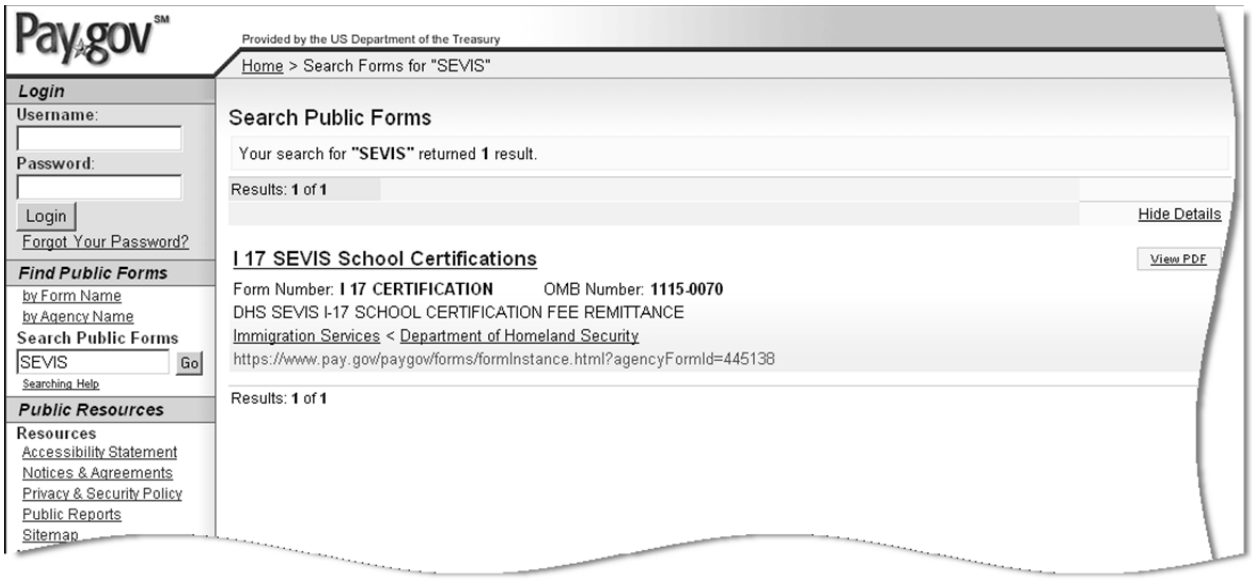
1. On the email notification, click the https://www.pay.gov/ link. The DHS Pay.Gov home page displays, as shown in **Error! Reference source not found.**.

Exhibit 28: Pay.gov Home Page


Pay.gov
Provided by the US Department of the Treasury
Home
Login
Username:
Password:
Login
Forgot Your Password?
Find Public Forms
by Form Name
by Agency Name
Search Public Forms
Go
Searching Help
Public Resources
Resources
Accessibility Statement
Notices & Agreements
Privacy & Security Policy
Public Reports
Sitemap
Help
Contact Us
Frequently Asked Questions
Information
Agency Information
Overview
Implementing
Documentation
Press / Articles
DEPARTMENT OF THE TREASURY
FIRSTGOV
Enter "SEVIS" in the Search Public Forms text box.
What is Pay.gov?
Pay.gov can be used to make secure electronic payments to Federal Government Agencies.
Payments can be made directly from your bank account or by credit/debit card.
need to fill out.
Complete the required information and submit the Form.
Enter payment information and Submit your payment.
What Federal Agencies Can I Pay?
Agency List
Should I Register?
Will you use Pay.gov often?
Do you want to save your Profile?
Do you track your payments or set up recurring payments?
Click here to Register
Information for Government Agencies
Frequently Used Forms
SBA Payments
Borrower and Lender Payments.
US Customs and Border Protection
Pay Excise Taxes, apply for CDSOA Distribution.
US Courts
Pay a violation notice received on Federal property.
Department of Justice
NCIF (CLASS) and DAOG Accounts
All other Forms
You have accessed a United States Government computer application. Unauthorized use of this application is a violation of federal law and may subject you to civil and criminal penalties. This application system is monitored. Communications made using this application may be disclosed in accordance with federal law.
All information provided on this website copyright © 2005.
United States Department of the Treasury, Financial Management Service,
401 14th Street SW, Washington, DC 20227, Email:emoney@fms.treas.gov
Contact Us | Frequently Asked Questions | Notices & Agreements | Accessibility Policy | Privacy and Security Policy

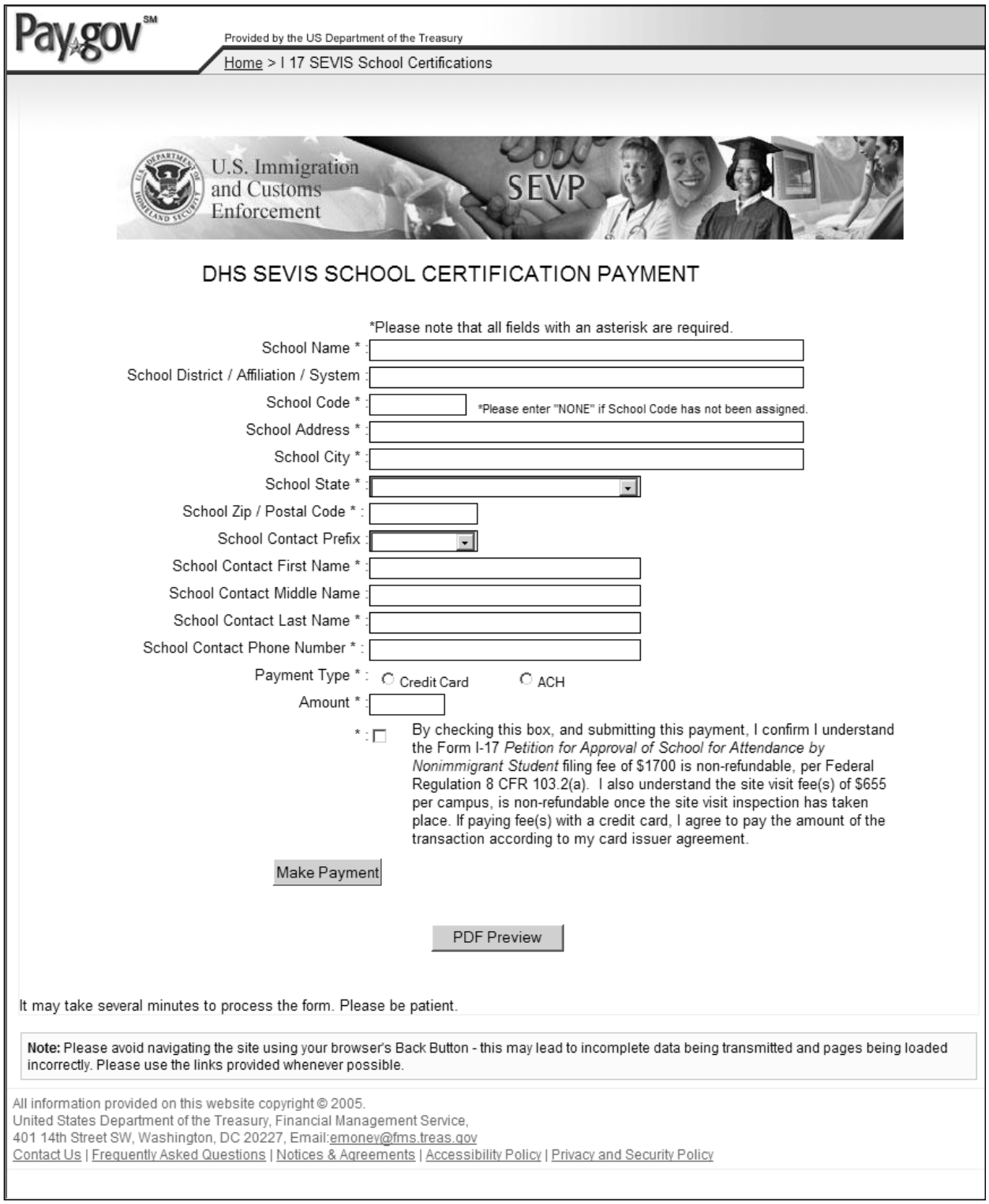
2. Enter "SEVIS" in the **Search Public Forms** text box in the left-hand pane in the **Find Public Forms** menu.
3. Click the **Go** button. The *Search Public Forms* screen displays, as depicted in **Error! Reference source not found.**.

Exhibit 29: Search Public Forms Screen



4. Click the **I-17 SEVIS School Certifications** link. The *DHS SEVIS School Certification Payment* screen displays, as depicted in **Error! Reference source not found.**.

Exhibit 30: DHS SEVIS School Certification Payment Screen


Pay.gov SM
Provided by the US Department of the Treasury
Home > I 17 SEVIS School Certifications
U.S. Immigration and Customs Enforcement
SEVP
DHS SEVIS SCHOOL CERTIFICATION PAYMENT
*Please note that all fields with an asterisk are required.
School Name * :
School District / Affiliation / System :
School Code * :
*Please enter "NONE" if School Code has not been assigned.
School Address * :
School City * :
School State * :
School Zip / Postal Code * :
School Contact Prefix :
School Contact First Name * :
School Contact Middle Name :
School Contact Last Name * :
School Contact Phone Number * :
Payment Type * : Credit Card ACH
Amount * :
* : By checking this box, and submitting this payment, I confirm I understand the Form I-17 Petition for Approval of School for Attendance by Nonimmigrant Student filing fee of $1700 is non-refundable, per Federal Regulation 8 CFR 103.2(a). I also understand the site visit fee(s) of $655 per campus, is non-refundable once the site visit inspection has taken place. If paying fee(s) with a credit card, I agree to pay the amount of the transaction according to my card issuer agreement.
Make Payment
PDF Preview
It may take several minutes to process the form. Please be patient.
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.
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5. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an * (asterisk).

Field	Description/Explanation
***School Name**	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
School District/Affiliation/System	If necessary, enter the name of the district, affiliation, or system associated with the school.
***School Code**	Enter your DHS-assigned school code (in AAA214Fnnnnnxxx format).
***School Address**	Enter the address of the school.
***School City**	Enter the city in which the school is located.
***School State**	Enter the state in which the school is located.
***School Zip/Postal Code**	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.
School Contact Prefix	Select a prefix: Mr., Mrs., Ms., Miss, or Dr.
***School Contact First Name**	Enter the first name of the SEVIS point of contact (POC) at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter **NFN** (no first name) in this field and enter the name of the institution in the **School Contact Last Name** field.
School Contact Middle Name	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the **School Contact Last Name** field.
***School Contact Last Name**	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
***School Contact Phone Number**	Enter the phone number for the SEVIS POC at the school.

Field	Description/Explanation
***Payment Type**	Click the appropriate radio button, **Credit Card** or **ACH**. Section 2.7.1, Enter Payment Information Via Plastic Card, provides details on submitting your payment through Pay.Gov using a plastic card. Section 2.7.2, Enter Payment Information Via ACH, provides details on submitting your payment through Pay.Gov using ACH.
***Amount**	Enter the amount being submitted to DHS. ***Do not*** enter a decimal point or cents.
***Check Box**	Click the check box to indicate that you understand the filing fee requirements.

6. Click one of the following buttons:
    - **Make Payment—**Click this button the continue processing your payment. The *Enter Payment Information* screen displays. Continue to Section 2.7.1 or 2.7.2 for the remaining instructions on paying via plastic card or ACH, respectively.
    - **PDF Preview—**Click this button to generate this screen in Portable Document Format (PDF) format.

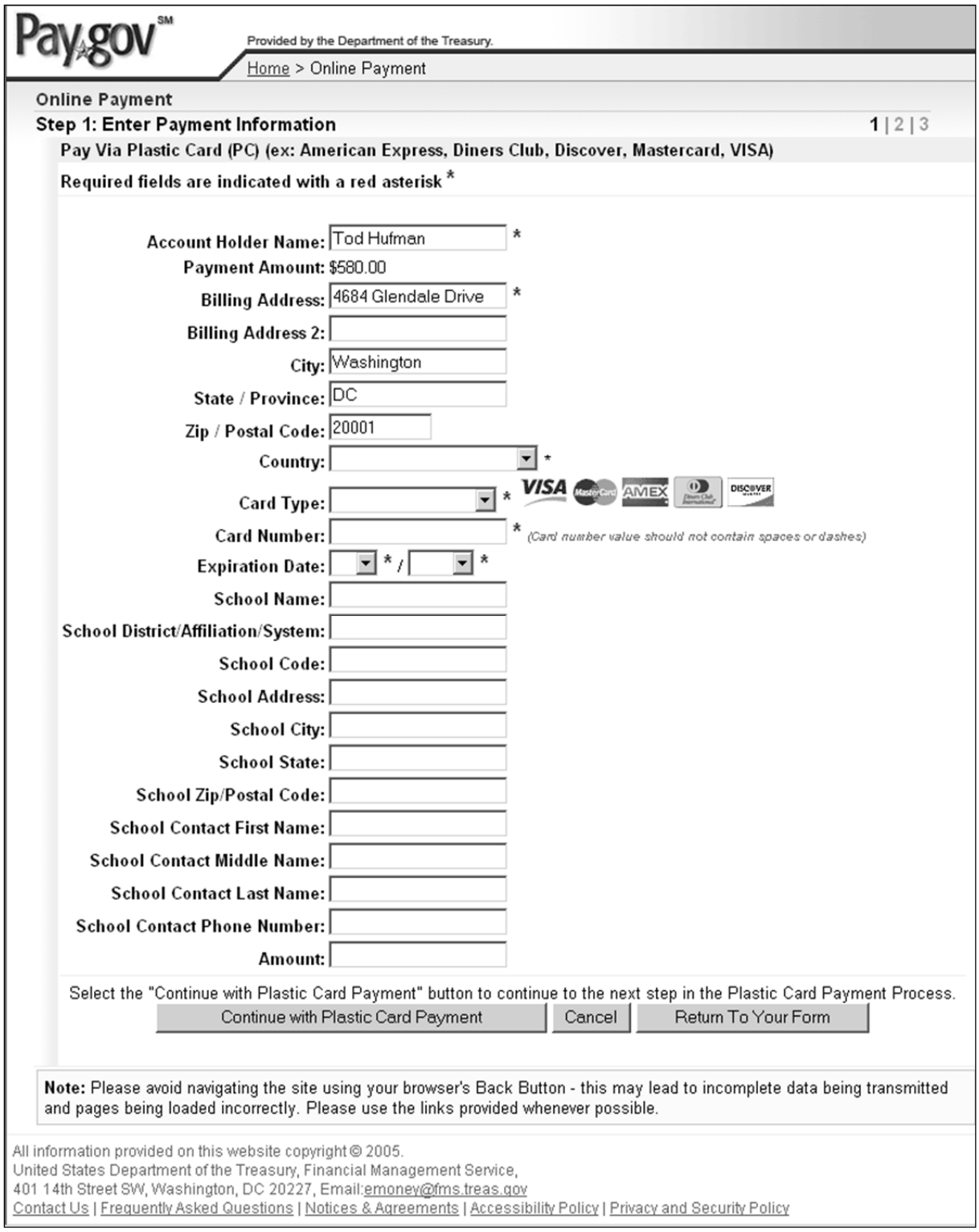
Note: This does not complete the process. You would still need to click the **Make Payment** button to continue submitting your certification fee.

8.1 Enter Payment Information Via Plastic Card

Pay.Gov allows you to pay your certification fee with a plastic card. If you selected the **Credit Card** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via plastic card. (If paying via ACH, see Section 2.7.2, Enter Payment Information Payment Via ACH.)

After clicking the **Make Payment** button (see Step 6 of Section 2.6), the *Enter Payment Information* screen displays, as depicted in **Error! Reference source not found.**.

Exhibit 31: Enter Payment Information Screen- Plastic Card


Pay.gov SM
Provided by the Department of the Treasury.
Home > Online Payment
Online Payment
Step 1: Enter Payment Information
1 | 2 | 3
Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)
Required fields are indicated with a red asterisk *
Account Holder Name: Tod Hufman *
Payment Amount: $580.00
Billing Address: 4684 Glendale Drive *
Billing Address 2:
City: Washington
State / Province: DC
Zip / Postal Code: 20001
Country: *
Card Type: * VISA AMEX DISCOVER
Card Number: * (Card number value should not contain spaces or dashes)
Expiration Date: * / *
School Name:
School District/Affiliation/System:
School Code:
School Address:
School City:
School State:
School Zip/Postal Code:
School Contact First Name:
School Contact Middle Name:
School Contact Last Name:
School Contact Phone Number:
Amount:
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
Continue with Plastic Card Payment
Cancel
Return To Your Form
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.
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1. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an * (asterisk).

Field	Description/Explanation
***Account Holder Name**	This field is pre-populated. If the information is not correct, make the necessary changes.
Payment Amount	This field is pre-populated and cannot be altered.
***Billing Address**	This field is pre-populated. If the information is not correct, make the necessary changes.
Billing Address 2	Enter additional billing address information, if needed.
City	This field is pre-populated. If the information is not correct, make the necessary changes.
State/Province	This field is pre-populated. If the information is not correct, make the necessary changes.
Zip/Postal Code	This field is pre-populated. If the information is not correct, make the necessary changes.
Country	Select the country to which the account holder's bills are sent.
***Card Type**	Select the type of plastic card.
***Card Number**	Enter the plastic card number. Do not include hyphens or spaces.
***Expiration Date**	Select the month and year in which the card expires.
School Name	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
School District/Affiliation/System	If necessary, enter the name of the district, affiliation, or system associated with the school.
School Code	Enter your DHS-assigned school code (in AAA214Fnnnnnxxx format).
School Address	Enter the address of the school.
School City	Enter the city in which the school is located.
School State	Enter the state in which the school is located.
School Zip/Postal Code	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.
School Contact First Name	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter **NFN** in this field and enter the name of the institution in the **School Contact Last Name** field.

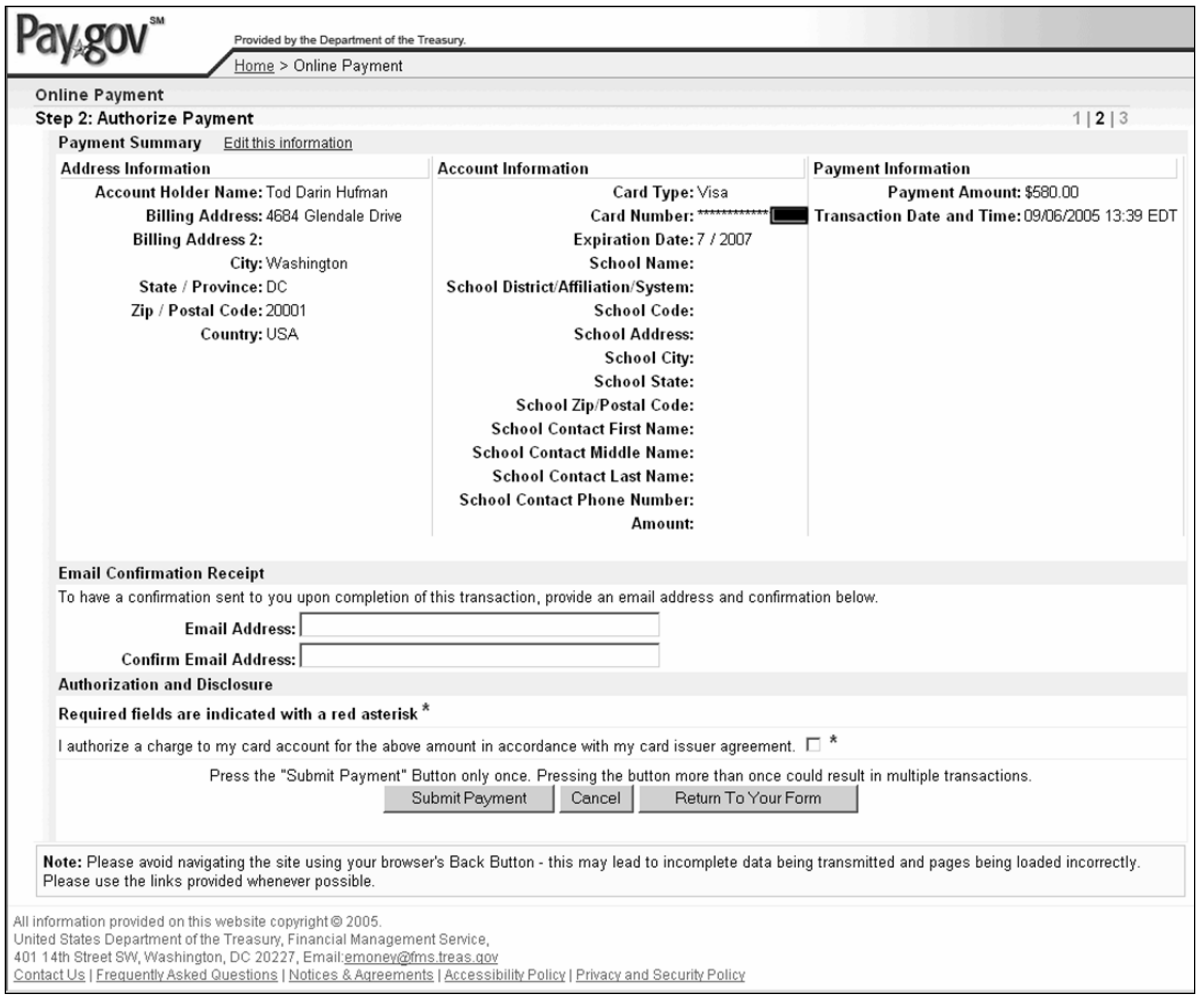
Field	Description/Explanation
School Contact Middle Name	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the **School Contact Last Name** field.
School Contact Last Name	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
School Contact Phone Number	Enter the phone number for the SEVIS POC at the school.
Amount	Enter the amount being submitted to DHS. ***Do not*** enter a decimal point or cents.

2. Click one of the following buttons:
    - **Continue With Plastic Card Payment—**Click this button to continue the plastic card payment process. Section 2.7.1.1, Authorize Payment Via Plastic Card, provides instructions on authorizing your certification payment via plastic card.
    - **Cancel—**Click this button to stop the process and return to the *Form Search Results* screen.
    - **Return to Your Form—**Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* screen.

8.1.1 Authorize Payment Via Plastic Card

After clicking the **Continue With Plastic Card Payment** button (see Step 2 of Section 2.7.1), the *Authorize Payment* screen displays, as depicted in **Error! Reference source not found.**. (Information on this screen has been redacted for privacy reasons.)

Exhibit 32: Authorize Payment Screen- Plastic Card


Pay.gov
Provided by the Department of the Treasury.
Home > Online Payment
Online Payment
Step 2: Authorize Payment
1 | 2 | 3
Payment Summary
Edit this information
Address Information
Account Holder Name: Tod Darin Hufman
Billing Address: 4684 Glendale Drive
Billing Address 2:
City: Washington
State / Province: DC
Zip / Postal Code: 20001
Country: USA
Account Information
Card Type: Visa
Card Number: **********
Expiration Date: 7 / 2007
School Name:
School District/Affiliation/System:
School Code:
School Address:
School City:
School State:
School Zip/Postal Code:
School Contact First Name:
School Contact Middle Name:
School Contact Last Name:
School Contact Phone Number:
Amount:
Payment Information
Payment Amount: $580.00
Transaction Date and Time: 09/06/2005 13:39 EDT
Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address:
Confirm Email Address:
Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
Submit Payment
Cancel
Return To Your Form
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.
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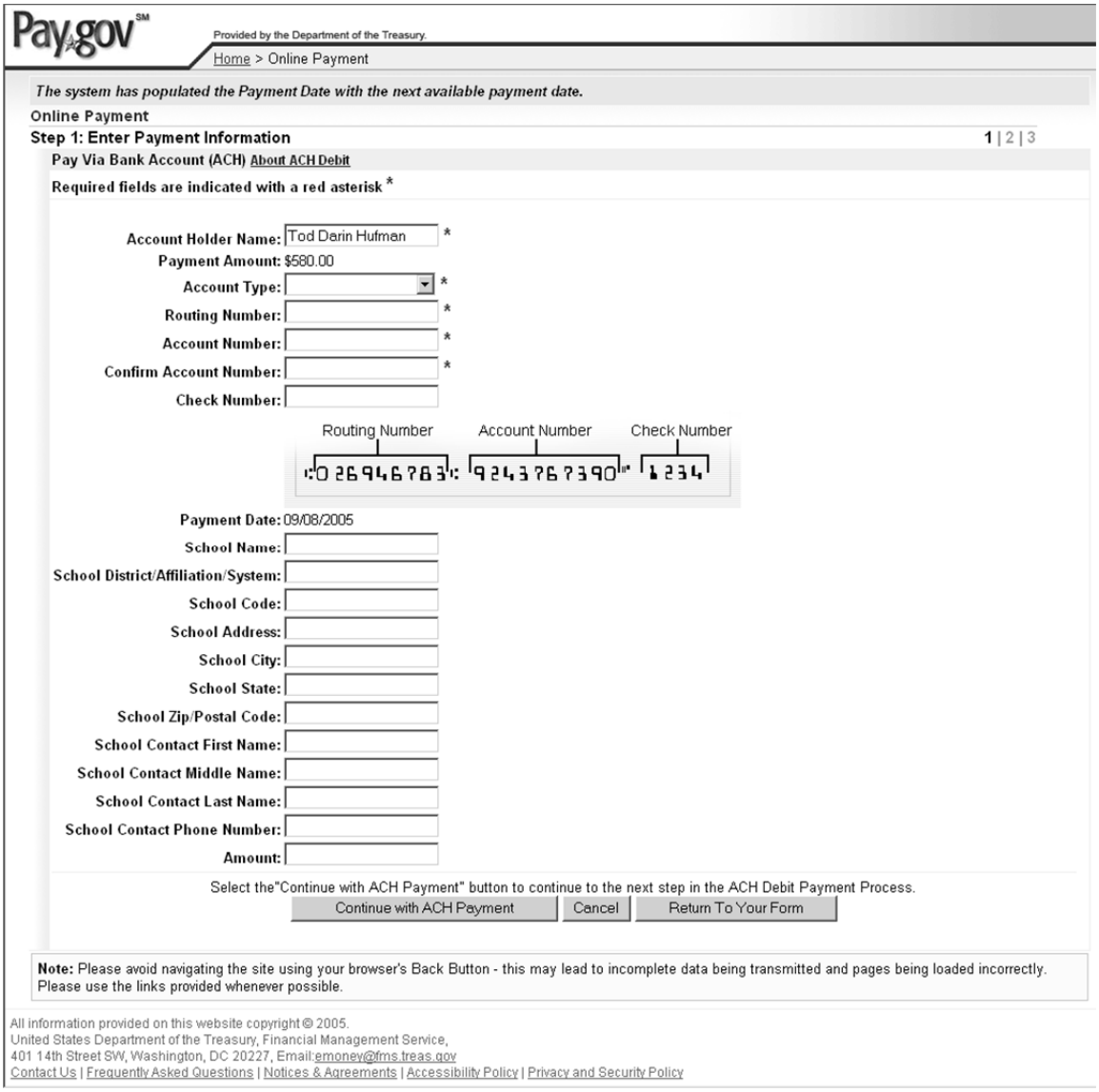
1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.
3. Click the check box to authorize a charge to your card account.
4. Click one of the following buttons:
    - **Submit Payment—**Click this button to finalize the payment process.
    - **Cancel—**Click this button to stop the process and return to the *Form Search Results* screen.
    - **Return to Your Form—**Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* screen.

8.2 Enter Payment Information Via ACH

Direct payment of fees may be made via accounts with American Banking Association routing numbers (for example, an existing U.S. checking or savings account from which the funds will be drawn). If you selected the **ACH** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via ACH. (If paying via plastic card, see Section 2.7.1, Enter Payment Information Via Plastic Card.)

After clicking the **Make Payment** button (see Step 6 of Section 2.6), the *Enter Payment Information* screen displays, as depicted in **Error! Reference source not found.**.

Exhibit 33: Enter Payment Information Screen- ACH


Pay.gov
Provided by the Department of the Treasury.
Home > Online Payment
The system has populated the Payment Date with the next available payment date.
Online Payment
Step 1: Enter Payment Information
1 | 2 | 3
Pay Via Bank Account (ACH) About ACH Debit
Required fields are indicated with a red asterisk *
Account Holder Name: Tod Darin Hufman *
Payment Amount: $580.00
Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number:
Routing Number
Account Number
Check Number
Payment Date: 09/08/2005
School Name:
School District/Affiliation/System:
School Code:
School Address:
School City:
School State:
School Zip/Postal Code:
School Contact First Name:
School Contact Middle Name:
School Contact Last Name:
School Contact Phone Number:
Amount:
Select the"Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.
Continue with ACH Payment
Cancel
Return To Your Form
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.
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1. Click the **About ACH Debit** link at the top of the screen for detailed information regarding debit payments.

2. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an * (asterisk).

Field	Description/Explanation
***Account Holder Name**	This field is pre-populated. If the information is not correct, make the necessary changes.
Payment Amount	This field is pre-populated and cannot be altered.
***Account Type**	Select the type of bank account from which the funds will be drawn. The options are: Personal Checking, Personal Savings, or Business Checking.
***Routing Number**	Enter the routing number for your bank. It is the first set of numbers imprinted in the bottom left corner of your check.
***Account Number**	Enter the number for the account from which the payment will be made. It is the second set of numbers imprinted in the bottom left corner of your check.
***Confirm Account Number**	Reenter your account number.
***Check Number**	Enter the check number. It is the third set of numbers imprinted in the bottom left corner of your check. **Note:** Leave this field blank if the **Account Type** is **Savings Account**.
Payment Date	This field is pre-populated with the next available payment date and cannot be altered.
School Name	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
School District/Affiliation/System	If necessary, enter the name of the district, affiliation, or system associated with the school.
School Code	Enter your DHS-assigned school code (in AAA214Fnnnnnxxx format).
School Address	Enter the address of the school.
School City	Enter the city in which the school is located.
School State	Enter the state in which the school is located.
School Zip/Postal Code	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.

Field	Description/Explanation
School Contact First Name	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter **NFN** in this field and enter the name of the institution in the **School Contact Last Name** field.
School Contact Middle Name	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the **School Contact Last Name** field.
School Contact Last Name	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
School Contact Phone Number	Enter the phone number for the SEVIS POC at the school.
Amount	Enter the amount being submitted to DHS. ***Do not*** enter a decimal point or cents.

3. Click one of the following buttons:
    - **Continue With ACH Payment—**Click this button to continue the ACH payment process. Continue to Section 2.7.2.1, Authorize Payment Via ACH.
    - **Cancel—**Click this button to stop the process and return to the *Form Search Results* screen.
    - **Return to Your Form—**Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* screen.

8.2.1 Authorize Payment Via ACH

After clicking the **Continue With ACH Payment** button (see Step 3 of Section 2.7.2), the *Authorize Payment* screen displays. (Information on this screen has been redacted for privacy reasons.)

Exhibit 34: Authorize Payment Screen- ACH

Pay.gov
Provided by the Department of the Treasury.
Home > Online Payment
Online Payment
Step 2: Authorize Payment
1 | 2 | 3
Payment Summary
Edit this information
Payment Date: 09/08/2005
School Name:
School District/Affiliation/System:
School Code:
School Address:
School City:
School State:
School Zip/Postal Code:
School Contact First Name:
School Contact Middle Name:
School Contact Last Name:
School Contact Phone Number:
Amount:
Account Holder Name: Tod Darin Hufman
Payment Amount: $580.00
Account Type: Personal Checking
Routing Number:
Account Number:
Check Number:
Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address:
Confirm Email Address:
Authorization and Disclosure
Required fields are indicated with a red asterisk *
I agree to the authorization and disclosure language. *
Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.
I. Consumers
A. Authorization
You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.
B. Disclosure
View Authorization and Disclosure in a separate window.
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
Submit Payment
Cancel
Return To Your Form
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.
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1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.
3. Click the check box to indicate your agreement with the authorization and disclosure language.

4. Click one of the following buttons:
    - **Submit Payment—**Click this button to finalize the payment process.
    - **Cancel—**Click this button to stop the process and return to the *Form Search Results* screen.
    - **Return to Your Form—**Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* screen.

9. REGISTER TO USE SEVIS BATCH INTERFACE

Schools may use the batch data exchange to interface with SEVIS. Authorized organizations can utilize systems external to SEVIS to collect and update student and dependent (visa types F and M) records and upload the records to SEVIS. Organizations may develop systems in-house or purchase third-party products to communicate with SEVIS and upload and download information (system-to-system). The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and schools using the Internet. This exchange requires the registration, in SEVIS, of a campus that has a valid digital certificate.

If a school wishes to use the batch interface, the PDSO must register the campus and ensure that the campus has a valid digital certificate. Schools that include multiple campuses must register each campus.

Note: Prior to registering the campus for use with SEVIS, download the digital certificate files with the "**.cer**" and "**.pem**" extensions to a secure location. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a campus that has a valid digital certificate, a PDSO performs the following steps:

1. Navigate to the *School Information* screen for the school to be registered. This screen can be reached from the *Listing of Schools* screen by clicking the appropriate link in the **Name of School** column.
2. On the *School Information* screen, click the **Register for Batch Processing** link.
3. Carefully read the "Acceptance of DHS Regulations and SEVIS Batch Interface Security Requirements" on the *Batch Process Registration* screen. (You should print this screen for future reference.) If you agree to the terms, click the **Accept** button. The *Upload Certificate* screen displays.
4. Select the campus you wish to register for batch processing. You may use the **Ctrl** key to select multiple campuses.
5. Use the **Browse** button to locate either the file with the "**.cer**" extension or the file with the "**.pem**" extension. Highlight the file name and click the **Open** button. The *Upload Certificate* screen displays with the path name shown in the text box.
6. Click the **Upload Certificate** button.

If the certificate and the PDSO's credentials are confirmed by SEVIS, a *Confirmation* screen displays. However, if the system cannot validate the certificate and credentials, an error message displays. Only digital certificates issued by VeriSign are valid for use with SEVIS.

Note: The SEVIS website (http://www.ice.gov/sevis/schools/batch.htm) contains additional information regarding the SEVIS Batch Interface process.

10. OPERATING INSTRUCTIONS

10.1 Initiate Operation

SEVIS requires the use of Internet Explorer Version 5.0 (or higher), Adobe Acrobat Version 5.0, and a Laser printer – a Laser Postscript printer with 32 MB of RAM (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

Note: If you do not already have Adobe Acrobat Version 5.0 or higher installed on your computer, refer to the instructions in Appendix C, Download the Latest Version of Adobe Acrobat Reader.

You must also have a SEVIS user ID and password to access the system. When you access SEVIS, the *SEVIS Login* screen displays. To log into SEVIS, perform the following steps:

1. Enter your user ID in the **User Name** field.
2. Enter your password in the **Password** field.
3. Press **Enter** or click the **Login** button. The system displays a security message.
4. Click **Yes** and the *Listing of Schools* screen displays.

10.2 Maintain Operation

After 18 minutes of inactivity, a message will display informing you that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message will display to inform you that your session has expired. Click **OK** to display the *SEVIS Login* screen. Any unsaved data will be lost.

WARNING: If you click the **Close** button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: "A user is already logged on with this user name." Use **Logout** on the navigation bar to properly exit SEVIS.

10.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. Click the **Close** button in the upper-right corner of the browser toolbar to close the browser window.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the log-in procedures.

11. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads: "Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need

assistance, please contact the SEVIS Help Desk at 1-800-892-4829." The SEVIS Help Desk is available 8 a.m. to 8 p.m. Eastern Time, Monday through Friday.

You will be redirected to the *SEVIS Login* screen in 10 seconds. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

12. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at (800) 892-4829 during the hours of 8 a.m. to 8 p.m. Eastern Time, Monday through Friday.

Appendix A- ACRONYMS AND ABBREVIATIONS

ACH	Automated Clearing House
ARO	Alternate Responsible Officer
DHS	U.S. Department of Homeland Security
DSO	Designated School Official
EV	Exchange Visitor
ID	Identification
LPR	Lawful Permanent Resident
MB	Megabyte
NFN	No first name
PDF	Portable Document Format
PDSO	Principal Designated School Official
POC	Point of contact
RAM	Random access memory
RFE	Request for Evidence
RO	Responsible Officer
RTI	Real-Time Interactive
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
U.S.	United States
U.S.C.	United States Code

Appendix B- DOWNLOAD THE LATEST VERSION OF ADOBE FLASH PLAYER

In order to view the tutorial, you must have Adobe Flash Player installed on your computer. Perform the following steps to download the latest version of Adobe Flash Player:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* screen will display
2. Click the **Adobe Flash** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Flash Player web page (http://get.adobe.com/flashplayer/) will display in a new browser window.
4. Follow the instructions on the Adobe Flash Player web page to install the Flash Player.

Appendix C- DOWNLOAD THE LATEST VERSION OF ADOBE ACROBAT READER

SEVIS enables you to print forms to a designated printer through Adobe Reader. Perform the following steps to download the latest version of Adobe Reader:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* screen will display.
2. Click the **Get Adobe Reader** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Reader web page (http://get.adobe.com/reader/) will display in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

Appendix D-SAMPLE CERTIFICATION APPLICATION (FORM I-17)

DRAFT

START HERE- Please read instructions before beginning. Please type or print in black ink.

THIS SECTION IS TO BE COMPLETED BY THE SCHOOL. If more space is needed to answer fully any items on this form, use a separate sheet; identify each answer with the letter and number of the corresponding item and sign and date each sheet. Indicate that an item is not applicable with "N/A". If the answer is "none," please write "none." This application must be filed with the required evidence as noted below, be properly signed, and submitted with the correct fee.

To the Immigration and Naturalization Service:

1. Petition is made for approval, or continuation of approval, of the institution as a school for attendance by nonimmigrant alien students under (Complete as appropriate):
   a. ☐ Section 101(a)(15)(F) of the Act (academic and language students),
   b. ☐ Section 101(a)(15)(M) of the Act (vocational students),
   c. ☐ Both of the above sections of the Act.
2. Name of school:
3. Mailing address of school:
4. This school is a:
   a. ☐ Publicly owned institution
   b. ☐ Private Institution
5. This school is engaged in:
   a. ☐ Private elementary school
   b. ☐ Private middle school
   c. ☐ Private high school (grades 9- 12)
   d. ☐ Public high school (grades 9-12)
   e. ☐ Vocational or technical education (other than high school)
   f. ☐ Flight training
   g. ☐ Language training
   h. ☐ Higher education (issuing one or more of the following degrees: Associate, Bachelor's, Master's, PhD)
   i. ☐ Other _____
6. This school's sessions are based on:
   a. ☐ Semesters
   b. ☐ Trimesters
   c. ☐ Quarters
   d. ☐ Other _____
7. Provide the date (month and day) registration begins for EACH session during a calendar year, including the summer session if your school has one. (Format mm/dd)

a.	_____	f.	_____	k.	_____	p.	_____
b.	_____	g.	_____	l.	_____	q.	_____
c.	_____	h.	_____	m.	_____	r.	_____
d.	_____	i.	_____	n.	_____	s.	_____
e.	_____	j.	_____	o.	_____	t.	_____

8. Date school was established:
9. Location of school: (if different from mailing address)
10. Name and address of owner:
11. Petition is for:
    a. ☐ Initial approval
    b. ☐ Continuation of approval. Please complete the following:
       (i.) Date of original approval _____
       (ii.) INS school code _____

Continued on next page

FOR INS USE ONLY

School Code 214F

Approval for attendance of students under:
1. ☐ Section 101(a)(15)(F) of the Act
2. ☐ Section 101(a)(15)(M) of the Act
3. ☐ Both of the above sections of the Act.

This Request is to:
1. ☐ Create a file.
2. ☐ Update a file.

Fee Stamp:

Action Stamp:

Received	Trans In
Ret'd Trans. Out	Complete

Remarks

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12. The School operates under the following federal, state, local or other license or approval (if none, write "none"):

13. The school has been approved by the following nationally recognized accrediting association or agency (if none, write "none"):

14. Nature of subject matter taught (check as many as are appropriate):

a. ☐ Liberal Arts
b. ☐ Fine Arts
c. ☐ Language
d. ☐ Religious
e. ☐ Professional Studies
f. ☐ Vocational or Technical Training
g. ☐ Flight Training
h. ☐ Science
i. ☐ Education
j. ☐ Business
k. ☐ Engineering
l. ☐ Other

15. List the degrees available from the school:

16. Check as appropriate and explain further if necessary:
If the school is engaged in elementary or secondary education, it ☐ does ☐ does not qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it ☐ does ☐ does not confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits ☐ are ☐ are not transferable to institutions of study which confer such degrees.

If the school is engaged in vocational or technical education, it ☐ does ☐ does not qualify its graduates for employment.

☐ The school is engaged in English language training.

17. Sessions are held as follows: a. ☐ Day only b. ☐ Night only c. ☐ Day and night

18. Requirements for admission:

19. Courses of study and time necessary to complete each:

20. Requirements for graduation:

21. Causes for expulsion:

22. Average annual number of: a. Classes: b. Students:
c. Teachers or instructors: d. Non-teaching employees:

23. Approximate annual total cost of room, board, tuition, etc., per student :

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If the school is approved, THE PETITIONER AGREES:

1. Upon acceptance of any nonimmigrant alien student, to furnish that student a Certificate of Eligibility (Form I-20 A/B for an F-1 student or Form I-20 M/N for an M-1 student).

2. To keep records containing the following specific information and documents relating to each nonimmigrant F-1 or M-1 student to whom the school issues a Form I-20 A/B or I-20 M/N, while the student is attending the school and until the school notifies the Service, in accordance with regulations at 8 CRF 214.3, that the student is no longer pursuing a full course of study. The school must keep a record of having complied with the reporting requirements for at least one year. If a student who is out of status is restored to status, the school the student is attending is responsible for maintaining these records following receipt of notification from the Service that the student has been restored to status. The school must keep and make available to the Service upon request the following information and documents for each nonimmigrant F-1 and/or M-1 student:

    1. The admission number from the student's Form I-20 ID copy.
    2. Country of citizenship.
    3. Address and telephone number in the United States.
    4. Status, i.e. full-time or part-time.
    5. Course load.
    6. Date of commencement of studies.
    7. Degree program and field of study.
    8. Expected date of completion.
    9. Nonimmigrant classification.
    10. Termination date and reason, if known.
    11. The documents which show the scholastic ability and financial status on which the student's admission to the school was based.
    12. Information specified by the Service as necessary to identify the student and to determine the student's immigration status.

3. That in any advertisement, catalog, brochure, literature, or other material produced by or for this school, any statement which may appear concerning approval for admittance by nonimmigrant students must be limited to the following: "This school is authorized under Federal law to enroll nonimmigrant students."

I certify that I am authorized to execute this petition. I understand that unless this institution fully complies with all terms as described on this form, approval may be withdrawn pursuant to 8 CFR 214.4.

Dated at: _____ , this _____ day of _____, _____

Signature: _____

Name and Title: _____

(CORPORATE SEAL

OF INSTITUTION)

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Instructions:
(1) Form I-17, Supplement A, listing up to ten designated school officials for each school or campus within a school system (except an elementary or secondary system as noted below), must be attached to each Form I-17, Petition for Approval of School for Admittance by Nonimmigrant Students. If there is a change in designated school officials, a new Supplement A must be completed and submitted to the Immigration and Naturalization Service Office having jurisdiction over the school within thirty days.

(2) "Designated school officials" (DSO) means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of foreign students. A DSO may not delegate this designation to any other person. An individual whose principal obligation to the school is to recruit foreign students for compensation may not be a DSO. The president, owner, or head of a school system must designate a principal DSO. The principal DSO is required to have a thorough knowledge of the regulations, policies and procedures governing nonimmigrant students, and is responsible for ensuring that each additional DSO has a thorough knowledge of the same.

Each school or institution must have one principal DSO, and may have up to ten DSO's at any one time, except at the discretion of the district director of the INS office having jurisdiction over the school. In a multi-campus institution, each campus must have a principal DSO. In an elementary or secondary school system, however, the entire school system is limited to a total of ten designated officials at any one time.

I, THE UNDERSIGNED, have read the Immigration and Naturalization Service's regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f), and/or 8 CFR 214.2(m); the Service's regulations relating to change of nonimmigrant classification for students, namely 8 CFR 248; the Service's regulations relating to school approval and withdrawal of school approval, namely 8 CFR 214.3 and 214.4, and intend to comply with these regulations at all times.

Designated Official: ***(Print or Type)***
Last and First Name: Title: Signature: Telephone Number: Role:

☐ Initial Designation ☐ Replacement for prior designated official ☐ Correction to previous designation

Designated Official: ***(Print or Type)***
Last and First Name: Title: Signature: Telephone Number: Role:

☐ Initial Designation ☐ Replacement for prior designated official ☐ Correction to previous designation

Designated Official: ***(Print or Type)***
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Last and First Name: Title: Signature: Telephone Number: Role:

☐ Initial Designation ☐ Replacement for prior designated official ☐ Correction to previous designation

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Designated Official: ***(Print or Type)***
Last and First Name: | Title: | Signature: | Telephone Number: | Role:

☐ Initial Designation ☐ Replacement for prior designated official ☐ Correction to previous designation

Designated Official: ***(Print or Type)***
Last and First Name: | Title: | Signature: | Telephone Number: | Role:

☐ Initial Designation ☐ Replacement for prior designated official ☐ Correction to previous designation

Designated Official: ***(Print or Type)***
Last and First Name: | Title: | Signature: | Telephone Number: | Role:

☐ Initial Designation ☐ Replacement for prior designated official ☐ Correction to previous designation

I, the undersigned president, owner, or head of the school or school system named below certify that the above individuals are designated school officials of the school or school system. Further, I certify that I will be responsible for providing the resources and training necessary for these officials to implement properly the above referenced regulations.

Name *(Print or Type)* Title *(Print or Type)* Signature

Name of School System, School, or Campus (list all schools or campuses and their three-digit suffixes for which the above officials are designated if for more than one school or campus but not for the entire school system).

INS FILE No. if known:
Date:
(If a multi-campus institution or school system use the 3 digit suffix for the main or initial campus.)

Address of School System, School, or Campus:

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Instructions – Form I-17 Supplement B must be completed and submitted with Form I-17 if a school system or multi-campus institution is seeking approval for a number of schools for admittance by nonimmigrant students. Furnish all known information for each school or campus within the system. If more space is needed to list all schools, attach additional forms as necessary, and number each at the bottom. If an approved school system wishes to update or correct the information on its original Supplement B, a new Form I-17, must be submitted, without fee, accompanied by Supplement B, and, if applicable, Supplement A. Please PRINT or TYPE all information on this form.

Request Action:

a. ☐ Initial approval for the following school(s) or campus(es).
b. ☐ Addition of the following school(s) or campus(es) to the list of approved institutions within the above school system.
c. ☐ Removal of the following school(s) or campus(es) from the list of approved institutions within the above school system.
d. ☐ Change or correction in the following information relating to school(s) or campus(es) which have been approved.

Fill in only the information which is to be added to or adjusted in the INS records, and the school's three-digit suffix:

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: *(include Zip Code)*	4. Location: *(if different from mailing address)*

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: *(include Zip Code)*	4. Location: *(if different from mailing address)*

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: *(include Zip Code)*	4. Location: *(if different from mailing address)*

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: *(include Zip Code)*	4. Location: *(if different from mailing address)*

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